



Iowa Application Approval and Direct Certification Training 2016-2017

Deb Linderblood, Consultant
Bureau of Nutrition and Health Services

Welcome to the Iowa Eligibility Application Approval and Direct Certification Training for the school year 2016-2017. My name is Deb Linderblood and I will be the presenter for today's webinar. Patti Harding, Administrative Consultant, will be assisting me.

If you have questions during the presentation go to the bottom of your screen to the black menu bar and click on chat. A chat box will appear. Patti will be monitoring the in-coming questions and we will respond to the questions in an e-mail which will be sent to all participants. Since this is a 2 hour webinar we will not take time to answer questions today. I will include questions from both webinars that are being presented.

Each of you are muted so we will not be able to receive questions verbally. Also, if you have a camera on your computer, please be aware that you can be seen by others. If you do not want to be seen you will need to cover up the camera.

This webinar will count as 2 1/2 hours toward your Professional Standards training requirements under the learning topic Administration. The documentation page was sent to you along with the link to the webinar.



General Requirements

- All schools participating in the NSLP or SBP must make free and reduced price meals available to eligible children.
- All schools and institutions participating in the free milk option of the Special Milk Program must make free milk available to eligible children.
- SFAs must avoid any policy or practice that has the effect of overtly identifying children receiving free or reduced price meal benefits.
 - For example, SFAs cannot have separate serving lines for the students who receive free or reduced price benefits
 - Free and reduced price students cannot be required to work in the kitchen.

All schools participating in the NSLP or SBP must make free and reduced price meals available to eligible children.

All schools and institutions participating in the free milk option of the Special Milk Program must make free milk available to eligible children.

SFAs must avoid any policy or practice that has the effect of overtly identifying children receiving free or reduced price meal benefits.

For example, SFAs cannot have separate serving lines for the students who receive free or reduced price benefits

Free and reduced price students cannot be required to work in the kitchen.

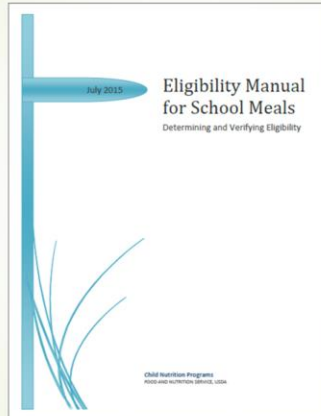


Resources

- Eligibility Manual for School Meals
 - Provides comprehensive information on Federal requirements
 - Helps State and local education agencies accurately determine, certify, and verify children's eligibility for free and reduced price school meals and free milk.
- Memo Code: SP 33-2015
 - Revised Prototype Free and Reduced Price Application Materials: Policy Changes and Design Overview
- Memo Code: SP 34-2016
 - Revised Prototype Free and Reduced Price Application Materials for SY 2016-17
- Memo Code: SP 43-2016
 - Ensuring Access to Free and Reduced Price School Meals for Low Income Students

I am going to start out talking about where you can find resources and forms for determining free or reduced price benefits for children. All information discussed in these modules will follow guidance provided in the July 2015 Eligibility Manual as well as the two memos listed on this slide. The manual was released on July 6th, 2015.

Eligibility Manual



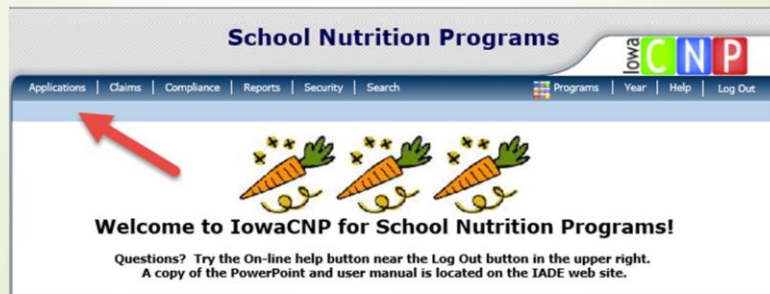
http://www.fns.usda.gov/sites/default/files/cn/SP40_CACFP18_SFSP20-2015a1.pdf

The eligibility manual may be downloaded from the website listed here. I highly recommend that you print this manual so you can refer to it. The 2016 Eligibility Manual is expected to be released soon

Materials

- The forms discussed in this webinar are located in IowaCNP.

■ <https://cnp.ed.iowa.gov/cnp/>



The forms we will be discussing throughout this webinar can be found on IowaCNP. Due to issues with 508 compliance , at least for this year, the documents will not be on our web site.

For accessing the IowaCNP, you will need a username and password. Each person using IowaCNP needs their own username and password. This will give individuals access to all areas of IowaCNP. Please do not share your password with another person in your District.

Once in IowaCNP, click on Applications.

IowaCNP

School Nutrition Programs

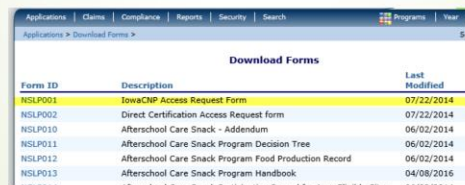
Applications >	
School Year: 2016 - 2017	
Item	Description
Organization Manager	SNP Organization's Profile, Site and Hold Information
Application Packet	Applications Forms (Organization and Site)
Meal Pattern Compliance Summary	Number of Menu Pattern Certifications by Organization Summary
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Second Review of Applications	FNS-742A report for LEAs selected to conduct a second review of applications.
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
FFVP Grant Allocations	Fresh Fruit and Vegetable Program Grant Allocations
Financial Report	School Food Annual Revenues and Expenditures Report
Financial Report Summary	School Food Annual Revenues and Expenditures Report Summary
Site Enrollment	Site Enrollment and Eligibility
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Download Forms	Forms Available for Downloading

Go to DOWNLOAD FORMS

Go to the bottom of the list and click on download forms. The most up to date forms for schools, Special Milk Program and RCCIs are posted.

Need Access to IowaCNP?

- Complete an IowaCNP Access Request Form
- Form NSLP001



Form ID	Description	Last Modified
NSLP001	IowaCNP Access Request Form	07/22/2014
NSLP002	Direct Certification Access Request form	07/22/2014
NSLP010	After-school Care Snack - Addendum	06/02/2014
NSLP011	After-school Care Snack Program Decision Tree	06/02/2014
NSLP012	After-school Care Snack Program Food Production Record	06/02/2014
NSLP013	After-school Care Snack Program Handbook	04/08/2016

If you need access to IowaCNP and do not currently have access you will need to complete an IowaCNP Access Request Form. The form is the first form on IowaCNP. Have someone in your organization that does have access, print off the form or contact Ellen Miller and she will e-mail you the form.

Forgot Your Password?

- Email IDOE.Nutrition@iowa.gov
- Someone will assist you
- Contact Information: Ellen Miller
- ellen.miller@iowa.gov or 515-281-4542



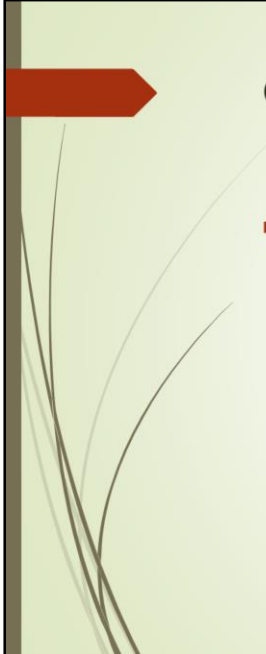
If you forgot your password:

Email IDOE.Nutrition@iowa.gov and someone will assist you or contact Ellen Miller at the e-mail address or phone number on this slide.

Download Forms on IowaCNP

NSLP200	RCCI-Part 1 – Instructions for Officials on Approving the Application	05/26/2016	N
NSLP201	RCCI – Part 2 – Information Letter	05/26/2016	N
NSLP202	RCCI – Part 3 – How to Apply for Free & Reduced Price School Meals	05/26/2016	N
NSLP203	RCCI- Part 4 – Application for Free & Reduced Price Meals-Day Students	05/26/2016	N
NSLP204	RCCI – Part 5 – Application for Free & Reduced Price Meals-Residents	05/26/2016	N
NSLP205	RCCI- Part 6 – Eligibility Roster-Residents	05/26/2016	N
NSLP220	Schools-Part 1-Instructions for Officials on Approving the Application	05/26/2016	N
NSLP221	Schools-part 2-Information Letter	05/26/2016	N
NSLP222	Schools – Part 3 – How to Apply for Free & Reduced Price School Meals/Milk-Revised	05/26/2016	N
NSLP223	Schools – Part 4 – Application for Free & Reduced Price Meals/Milk-Revised	05/26/2016	N
NSLP224	Schools – Part 5-Waiver Statement	05/26/2016	N
NSLP225	Schools – Outreach Poster	05/26/2016	N

Once you are in Download Forms click on the blue number beside the name of the form to open up each document.



Calendar

- Posted yearly on IowaCNP (NSLP040)
 - Contains due dates for:
 - Claim submissions
 - Verification deadlines
 - **hawk-i** submission
 - As well as FFVP & SFSP applications
 - Dates of webinars

Posted yearly on IowaCNP (NSLP040)

Contains due dates for:

Claim submissions

Verification deadlines

hawk-i submission

As well as FFVP & SFSP applications

Dates of various webinars, such as the What's New in School Nutrition
Webinars

You should print this and keep it handy

Re-organization of Download Forms

NSLP220	Schools-Part 1-Instructions for Officials on Approving the Application	05/26/2016	N
NSLP221	Schools-part 2-Information Letter	05/26/2016	N
NSLP222	Schools - Part 3 - How to Apply for Free & Reduced Price School Meals/Milk-Revised	05/26/2016	N
NSLP223	Schools - Part 4 - Application for Free & Reduced Price Meals/Milk-Revised	05/26/2016	N
NSLP224	Schools - Part 5-Waiver Statement	05/26/2016	N
NSLP225	Schools - Outreach Poster	05/26/2016	N

Each section contains Instructions for Officials on Approving the Application, except the Spanish section.

The documents in Download forms are now grouped by program type. School documents are together, SMP, and RCCIs. We have also put all of the Spanish documents together.

This slide shows the 6 documents that schools will want to print. We will be discussing Parts 2-5. We encourage schools to print and post the Outreach poster that is the 6th document shown on this slide. This poster provides information on applying for food assistance as children approved for free or reduced price meals may be eligible for food assistance.

Each section contains Instructions for Officials on Approving the Application, except the Spanish section. These pages ARE NOT distributed to families. These instructions are for the district use only. I encourage you to print these off so you have them as a reference.



Special Milk Program Section

NSLP130	Milk Program-Part 1-Instructions for Officials on Approving Applications	05/25/2016
NSLP131	Milk Program- Part 2- Information Letter – revised	05/25/2016
NSLP132	Milk Program – Part 3- How to Apply for Free & Reduced Price School Meals/Milk	05/25/2016
NSLP133	Milk Program – Part 4 – Application for Free & Reduced Price School Meals/Milk	05/25/2016
NSLP134	Milk Program- Income Guidelines Internal Use	05/25/2016

Here are the 5 documents for the SMP. The information letter and income guidelines have the free income levels for a child to get free milk if your school participates in the SMP.



RCCI Section

NSLP200	RCCI-Part 1 – Instructions for Officials on Approving the Application	05/26/2016
NSLP201	RCCI – Part 2 – Information Letter	05/26/2016
NSLP202	RCCI – Part 3 – How to Apply for Free & Reduced Price School Meals	05/26/2016
NSLP203	RCCI- Part 4 – Application for Free & Reduced Price Meals-Day Students	05/26/2016
NSLP204	RCCI – Part 5 – Application for Free & Reduced Price Meals-Residents	05/26/2016
NSLP205	RCCI- Part 6 – Eligibility Roster-Residents	05/26/2016

There are 6 documents for RCCIs. Part 1 is instructions for the Determining Official which covers residential and day students. You will need parts 2-4 for day students and either part 5 or Part 6 for residential students.

Spanish Section

- Application and verification documents are available on IowaCNP

NSLP280	Spanish-Part 1-Information (parent) Letter	06/24/2016
NSLP285	Spanish-Part 2-How to Apply for Free & Reduced price School Meals/Milk	06/24/2016
NSLP290	Spanish-Part 3-Application for Free & Reduced Price Meals/Milk	06/24/2016
NSLP295	Spanish - Waiver Statement	06/06/2016
NSLP300	Spanish-Nondiscrimination Statement Iowa	05/12/2016
NSLP301	Spanish-Nondiscrimination Statement USDA	05/12/2016
NSLP310	Spanish - Free Lunch Notice - Sample	05/26/2016
NSLP315	Spanish-Notification of Eligibility (Prototype VIII)	06/24/2016
NSLP320	Spanish verification Results Letter (Prototype VI)	06/24/2016
NSLP325	Spanish-Verification Selection Letter (Prototype III)	06/24/2016

The Spanish section has the school version of the Information letter. The instructions (How to Apply for Free & Reduced Price School Meals) and the application are identical for schools, RCCIs and the SMP so any program can use these documents in the Spanish version.



USDA Website for Eligibility Applications for Foreign Languages:

- <http://www.fns.usda.gov/school-meals/translated-applications>
- As of July 11, 2016, FNS began to publish translations that match the new USDA revised prototype
 - Initial release includes twelve language translations
 - By August 1st, will be available in 49 non-English languages

USDA's website listed on this slide will take you to 12 different translations of USDA's new revised prototype application. If households utilize these translated versions, you will want to print the USDA English version to compare to the translated version. As of July 11, 2016, USDA began to publish translations that match the new prototype

Initial release includes twelve language translations

By August 1st, materials will be available in 49 non-English languages

There is a web address on the 2016-2017 Application for translated materials. This address will take you to the old version of USDAs prototype application material. We did not receive the new web address that is on this slide until July 11th.

Translated Materials

Below are the initial translations that have been posted:

Chinese (Simplified)	Spanish
Chinese (Traditional)	Tagalog
French	
Gujarati	
Haitian Creole	
Italian	
Japanese	
Korean	
Portuguese	
Russian	

This slide shows the initial 12 translated application materials that have been posted.
Each translation includes:

- Letter to the household
- Application instructions
- Application form
- A form to share information with Medicaid or SCHIP for additional benefits.

Translated Applications

- If a significant number of children are non-English speaking, translated applications and application material must be made available
- Each District must find language translators to assist families with reading difficulties



If a significant number of children in your district are non-English speaking, translated applications and application materials must be made available

Each District must find language translators to assist families with reading difficulties. Parents should not be expected to rely on family members, especially children, or friends as interpreters as they may not be able to provide quality and accurate interpretations.

State agencies and LEAs must provide the necessary services so that parents and guardians are assisted with completing the application process and you must have a system in place to assist LEP households through the verification process as well.




Modules

1. Beginning the Process
2. Households Receiving Food Assistance or FIP
3. Household Size and Income
4. Foster Children
5. Head Start/Even Start
6. Migrant/Homeless/Runaway & Residential Child Care Institution Residents/Day Students
7. Confidentiality and Disclosure
8. **hawk-i**
9. *Record Keeping*
10. *Verification*
11. *Administrative Review*

Now that I have covered where to find resources and forms for determining eligibility for free and reduced price meals, we will start on the 10 modules listed on the slide.

We will take a short break following Module 3.



Module 1: Beginning the Process





Public Media Release

- Near the beginning of the school year, the public must be notified that free and reduced price meals and free milk are available.
 - Must include the eligibility criteria for free and reduced price meals or free milk
 - The State Agency no longer issues the public release on behalf of its SFAs
 - Specific requirements for what must be in the Public Media Release
 - Recommend using the State Agency's Prototype in Download Forms

Near the beginning of the school year, the public must be notified that free and reduced price meals and free milk are available. SFAs must include the eligibility criteria for free and reduced price meals or free milk. The State Agency no longer issues the public release on behalf of its SFAs. There are specific requirements for what must be in the Public Media Release so we recommend using the State Agency's Prototype in Download Forms. NSLP176.

Provide Media Release

- The Public Media Release must be provided to:
 - The local news media
 - The unemployment office
 - Any major employers who are contemplating large layoffs in the attendance area of the school



The Public Media Release must be provided to:

The local news media

The unemployment office

Any major employers who are contemplating large layoffs in the attendance area of the school

You can put it in your school newsletter, but you also have to send it to the local newspaper.



Documentation

- SFAs should keep documentation showing that they provided the Public Release
 - Letter documenting the date sent
 - E-mail with an attachment

SFAs should keep documentation showing that they provided the Public Release
Letter documenting the date sent
E-mail with an attachment



Information Letter (Parent)

- Information letters must be distributed to the households of all children attending the school
 - Must be sent either before the beginning or very early in the school year
 - Cannot be sent home at the end of the school year for the next year
 - **Cannot accept or process applications prior to July 1st each year**
- Also, households enrolling new students after the start of the school year, must be provided an information letter

- In addition to the public release, you will want to put together the application packet, which has 3 parts. It consists of the Information letter, instructions for completing the Application and the Application for Free and Reduced Price Meals/Milk.
- The information letter (parent letter) must be distributed to the households of all children attending school. It is a 2 page document and should be copied front to back.
- The parent letter must be sent to households of all school children either before the beginning of the school year or may be sent home the first few days of the new school year. Letters cannot be sent home at the end of the school year for the next year.
- If you distribute the Information letter, instructions and the application prior to July, you cannot accept or process applications prior to July 1st each year.
- Also, households enrolling new students after the start of the school year, must be provided an information letter, application form and instructions when they enroll.

Letter Distribution

- Letters may be distributed through
 - Postal service
 - Email to parent/guardian
 - Information packet provided to students



•Letter distribution may be completed through the postal service, emailed to the parent/guardian, or through an information packet provided to all students.

Information Letter

4/18

Frequently Asked Questions About Free And Reduced Price School Meals

Dear Parent/Guardian:

Children need healthy meals to learn. [Name of School / School District] offers healthy meals every school day. Breakfast cost [0] Lunch costs [0]. Your children may qualify for free meals/income or for reduced price meals. Reduced price is [0] for breakfast and [0] for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEAL?

- All children in households receiving benefits from Food Assistance, or the Family Investment Program (FIP), are eligible for free meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is at or below the limits on the Federal Income Eligibility Guidelines below. (Requires submitting an Application for Free and Reduced Price Meals/FAIR).

Household Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	12,060	1,005	201	143	65
2	15,730	1,311	262	187	86
3	19,390	1,617	323	231	107
4	23,060	1,923	384	275	128
5	26,720	2,229	445	319	149
6	30,390	2,535	506	363	170
7	34,050	2,841	567	407	191
8	37,710	3,147	628	451	212
9	41,380	3,453	689	495	233
10	45,040	3,759	750	539	254
Each additional person	3,660	305	61	44	20

2. WHO CAN GET FREE MILK? If your school participates in the National Milk Program for half-day kindergartners, your kindergarten child may be eligible for free milk. Children who buy extra milk with a meal or if they are hospitalized or lunch and have an afternoon milk break, they are not eligible to receive free milk.

3. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail [school, homeless liaison or migrant coordinator].

4. WHAT IF WE HAVE FOSTER CHILDREN? Households with foster and non-foster children may choose to include the foster child as a household member, as this may help other children in the household qualify for benefits. If the foster family is not eligible for free or reduced price meal benefits, that does not prevent a foster child from receiving free meal benefits.

5. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Use one Free and Reduced Price School Meal Application for all children in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to [Name, address, phone number].

6. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you get carefully and follow the instructions. If any children in your household were missing from your eligibility certification, contact [Name, address, phone number, e-mail] immediately as eligibility for free meals is extended to all school age children in a household. If you did not receive a letter from the school, but received a Free Lunch Notice from DHS, submit the letter to your child's school. You may add any students living in your household who are listed.

7. CAN I APPLY ONLINE? Yes, if your school offers this option. You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit [website] to learn or to learn more about the online application process. Contact [Name, address, phone number, e-mail] if you have any questions about the online application. (Review if N/A)

4/18

8. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of the school year. Through [date], you must send in a new application unless the school told you that your child is eligible for the new school year. When the carry-over period ends, unless you are notified that your children will receive free meals or you submit an application that is approved, the children must pay full price for school meals.

9. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.

10. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report. You are not required to provide proof with your application.

11. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free or reduced price meals if the household income drops below the income limit, if your household size goes up, or if you start getting Food Assistance, FIP or other benefits.

12. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: [Name, address, phone number, e-mail].

13. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. Your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.

14. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you make \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have had a job or had your hours or wages reduced, use your current income.

15. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeros. Please be careful about leaving income fields blank, as we will assume you meant to do so.

16. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? You basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. There are currently no active Military Housing Projects in Iowa as found on [Active Military Housing Projects](#). Any additional combat pay resulting from deployment is also excluded from income.

17. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a Supplemental Worksheet, and attach it to your application. Contact [Name, address, phone number, e-mail] to receive a Supplemental Worksheet.

18. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for Food Assistance or other assistance benefits, contact your local assistance office or call 1-877-347-6678. Your children may be eligible for health (children's health insurance) or a waiver of school fees. Read the information on the back of the application for more information. A school waiver form is available from your school.

19. CAN CHILDREN WITH DISABILITIES GET FOOD SUBSTITUTIONS? If a child has a disability, as determined by a licensed medical professional, and the disability prevents the child from eating the regular school meal, the school will make substitutions prescribed by the licensed medical professional. If a substitution is needed, there will be no extra charge for the meal. Please note, however, that the school is not required to make a substitution for a food allergy, unless it meets the definition of disability. Please call the school for further information.

If you have other questions or need help, call [phone number].

Sincerely,

[Signature]

This slide shows a copy of the State Agency prototype Information letter.

An important note about the Information Letter: is to be sure to insert the specific school information into the letter. The specific school information should be entered wherever there are parentheses, such as the School Letterhead, meal pricing, and contact information.

Information Letter Approval

- There are specific requirements for the contents of the information letter
 - State Agency prototype on IowaCNP for
 - Schools
 - SMP
 - RCCIs
 - If an SFA makes changes to the content of the information letter, State Agency Approval is needed
 - Complete an Approval Request Form and submit to Deb Linderblood at deb.linderblood@iowa.gov

There are specific requirements for the contents of the information letter

State Agency prototype on IowaCNP for

Schools

SMP

RCCIs

If an SFA makes changes to the content of the information letter, State Agency Approval is needed

Complete an Approval Request Form and submit with a copy of your letter to Deb Linderblood at deb.linderblood@iowa.gov.

The Approval Request Form is on IowaCNP. It is form NSLP024.

How To Apply For Free & Reduced Price School Meals/Milk

5/16

**HOW TO APPLY FOR FREE AND REDUCED PRICE
SCHOOL MEALS/MILK**

Please use these instructions to help you fill out the application for free or reduced price school meals/milk. You only need to submit one application per household, even if your children attend more than one school in [School District]. The application must be filled out completely to certify your children for free or reduced price school meals.

Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact [School/school district contact here—phone & email preferred].

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.


Who should I list here?

When filling out this section, please include all members in your household who are:

- Children age 18 or under and are supported with the household's income;
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending [school/school system here], regardless of age.

The second part of the application packet is the Instructions for parents. This is a 4 page document and must be included with the Application.

It is helpful for SFAs to read the instruction page for parents so that you know how parents have been instructed to complete this form and to enable you to assist them better when questions arise. There are places to insert your school name on the first page.



Iowa Application for Free & Reduced Price Meals/Milk

- LEAs must use the Iowa Application for Free & Reduced Price Meals/Milk
- CONTENT changes to the paper applications must receive prior approval from the Bureau before they are used
- Send changes and supporting documents to Deb Linderblood at deb.linderblood@iowa.gov
 - FYI- Adding your school name does not require Bureau approval
- Also attach a completed Approval Request Form
 - On IowaCNP download forms

The third piece of the application packet is the Iowa Application for Free and Reduced price Meals/Milk.

LEAs must use the Iowa Prototype Application or get approval for a revised version. Adding or removing material, moving things around, rearranging, etc. within the Information Letter or application requires approval from the State Agency. FYI- Adding your school name, meal prices and other required SFA specific items does not require Bureau approval.

Send changes and supporting documents to Deb Linderblood - deb.linderblood@iowa.gov


You will also need to attach a completed Approval Request Form which can be found on IowaCNP download forms. For revisions to the Information Letter and/or the Application you will use form NSLP024.

Distribution of Applications

- Applications and instructions may NOT be set out at registration
- Distribution of paper copies cannot breach confidentiality



Applications and instructions cannot be 'set out' during registration for households to pick up. They must be mailed or e-mailed to households who are not directly certified or be included in a packet of information that is provided to all households. The reason is to ensure that the distribution of paper copies is not a breach of confidentiality. The packet would include the application and instructions on how to complete the application.



Year Round Schools

- Applications should be distributed on or about the beginning of the school year
- Year-round schools usually follow the July 1- June 30 school year, normally information letters would be distributed in June
- Households are to be provided with current eligibility criteria

For year round schools, applications should be distributed on or about the beginning of the school year

Year-round schools usually follow the July 1- June 30 school year, so normally information letters would be distributed in June.

Households are to be provided with current eligibility criteria and eligibility must be based on the current Income eligibility guidelines.

Applications are considered current for one year.

Year round schools also have the first thirty days of the official school year to update eligibility.



Online and Scanned Paper Versions

- Online and scannable paper applications must be submitted to the State Agency each year for approval
- Complete an Approval Request Form
 - On IowaCNP under Download Forms
- State Agency will access your system, validate your responses on the Request Form and run tests

Web based applications are allowed but the SFA must receive prior approval from the Department of Education each year. In addition, web based applications require a change in the parent letter to inform households how to get a paper copy of the application. These amended letters require pre-approval from the State Agency before they are used.

Online applications must be submitted to the State Agency each year for approval. To obtain approval, complete an Approval Request Form for online applications which can be found on IowaCNP under Download Forms. It is form NSLP 023. The State Agency will access your system, validate your responses on the Request Form and run tests. You will then be informed if changes are necessary. Once the changes are made, you will receive a signed approval.

SFAs must also ensure that the website for the online application is secure and confidential. The Approval Request Form will assist you in knowing what I look for when I access your system.



Electronic Applications

- LEAs may accept applications electronically and may provide for electronic signature
- LEAs may also scan submitted paper applications
- All software used must meet all USDA requirements such as recognizing and accepting whole dollar amounts
- LEAs are responsible for any errors that may result from using any electronic methods
- Memo SP 10-2007: Update of Electronic Transactions in CNPs

http://www.fns.usda.gov/sites/default/files/SP_10-2007.pdf

LEAs may accept applications electronically and may provide for electronic signatures.

LEAs may also scan submitted paper applications.

All software used must meet all USDA requirements such as recognizing and accepting whole dollar amounts.

LEAs are responsible for any errors that may result from using any electronic methods.

The web site listed on this slide provides additional information on electronic transactions.

2016-2017 Iowa Application for Free and Reduced Meals/Milk

2016-2017 Iowa Application for Free and Reduced Price School Meals/Milk. Supply address at: (Remove if N/A) Received Date: _____

Complete one application per household. Please use a pen (not a pencil). This application cannot be approved unless complete eligibility information is submitted.

STEP 1: List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach the supplemental worksheet)

Child's First Name MI Child's Last Name Child's School Grade

STEP 2: Do any Household Members (including you) currently participate in one or more of the following assistance programs: Food Assistance, FIP, or FQHR?
Circle ONE: Yes / No. No, complete STEP 3. If you answered Yes, write a case number here then go to STEP 4 (do not complete STEP 3).

STEP 3: Report income for ALL Household Members (skip this step if you answered 'Yes' to STEP 2)

A. Child Income
List all children in the household who are under 18 years of age. For each household member listed in STEP 1 here, report total gross income for each child in whole dollar only. If they do not receive income from any source, enter 0. If you enter 0 or leave any blank space, you are certifying, under penalty of perjury, that there is no income to report. Application with blank income fields will be processed as complete. If more spaces are required for additional names, attach the supplemental worksheet.

B. All Adult Household Members (including yourself)
List all household members not listed in STEP 1 (including yourself) if they do not receive income. For each household member listed if they do receive income, report total gross income for each member in whole dollar only. If they do not receive income from any source, enter 0. If you enter 0 or leave any blank space, you are certifying, under penalty of perjury, that there is no income to report. Application with blank income fields will be processed as complete. If more spaces are required for additional names, attach the supplemental worksheet.

C. Total Household Income
Total household income (Children and Adults) \$

D. Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member X X X X

STEP 4: Contact Information and Adult Signature
I certify that all information on this application is true and that all income is reported. I understand that this information is given in confidence with the purpose of federal funds, and that school officials may verify (check) the information. I am aware that if I knowingly give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.

Street Address of applicant Apt. # City State Zip Daytime Phone (optional) Email (optional)

Printed name of adult completing the form Signature of adult completing the form Today's date

DO NOT WRITE BELOW THIS LINE. FOR ADMINISTRATIVE USE ONLY.

Household Income: Monthly x 12 ☐ Annually ☐ Quarterly x 4 ☐ Twice Monthly ☐ Monthly ☐ Annually ☐ Household Size: _____

Application Approved: ☐ Income ☐ Free ☐ Reduced ☐ Free milk ☐ Free milk Application Denied: ☐ Incomplete ☐ Over income limits

Determining Official: _____ Effective Date: _____ Submitting Official: _____ Date: _____ Follow-up Signature: _____ Date: _____

Page 1

The 2016-2017 Iowa Application has three pages. The first two pages should be copied front to back. The third page is a Supplemental Worksheet that LEAs can distribute with the application or have households request this page if it is needed. Make sure the Iowa Eligibility Application is dated SY16-17 up in the upper right hand corner.

In 2014 USDA released a new fully revised prototype application for free and reduced price meals, as well as a revised parent letter and instruction document. The goal of the new prototype was to make it easier for families so that they can provide accurate information. In Iowa we decided to stay with our current application format for School year 2015-2016 so as to give us additional time to see if additional revisions were made to USDA's prototype, determine what other states are doing and be able to come up with an application that has the necessary components

In April of 2016, USDA released a revised prototype for free and reduced price applications. Iowa has incorporated the required and recommended modifications made by USDA in developing our new prototype application for school year 2016-2017. I will be going over each Step on page 1 of the application later in the webinar.

Because of different versions of Word, some SFAs have had issues with the formatting

of the application when they download it from IowaCNP. If you have this happen, e-mail me and I will send you a PDF version with a fillable space for an online web address and a fillable space for a waiver statement.

Back of Application

Page 2

OPTIONAL: Children's Racial and Ethnic Identities

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity (check one): ☐ Hispanic or Latino ☐ Not Hispanic or Latino

Race (check one or more): ☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

Low-Cost Health Insurance for Children

If your children do not have health insurance, many families getting free or reduced price meals can also get free or low-cost health insurance for their children. The law requires public schools to share your free and reduced price meal eligibility information with Medicaid & **hawk-i**, the State's medical insurance program for children. Private schools, RCCs and childcare organizations may choose to share this information. Specifically, we will give them your child's name, your name & address. Medicaid & **hawk-i** can only use the information to identify children who may be eligible for free or low-cost health insurance and contact you. They are not allowed to use the information from your free and reduced meal application for any other purpose or to share it with any other entity or program. You are not required to allow us to share this information, it will not affect your child's eligibility for free or reduced price meals. **If you do NOT want your information shared with Medicaid or hawk-i, you must tell us by completing the information below.** If you want further information, you may call **hawk-i** at 1-800-257-5563. Also, if you are already receiving Medicaid or **hawk-i**, please sign below. This will avoid another contact. My signature below indicates I DO NOT want school officials to share information from my free and reduced price meal application with Medicaid or **hawk-i**.

Parent/Guardian Name (Printed) _____ **Signature** _____ **Date** _____

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not submit all needed information, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Food Assistance (FA), Family Investment Program (FIP) or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

USDA Nondiscrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ams.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ams.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov

This institution is an equal opportunity provider.

Iowa Non-Discrimination Statement: "It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by the CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14th St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>"

Translated applications are available in 34 languages at:
<http://www.fns.usda.gov/school-meals/family-friendly-application-translations>

The back page of the application contains the recently revised USDA nondiscrimination statement, as well as the Iowa statement. There is also a link to the USDA translated application materials. Households are also provided an opportunity to decline having their household information released to hawk-i by signing where I have highlighted. There is also the optional ethnic/racial survey section on the back page.

The USDA and Iowa nondiscrimination statement are available on IowaCNP if you need them for any of your documents or for your web site. They are forms NSLP 140 and NSLP 141.

Supplemental Worksheet

2016-2017 Iowa Application for Free and Reduced Price School Meals/Optional Supplemental Worksheet

Additional Children in Your Household

Child's First Name	MI	Child's Last Name	Student's Yes No	Child's School	Grade	Free Breakfast	Free Lunch

Additional Adults in Your Household

Name of Adult Household Member (Print and Last)	Range from Work	How often? times (if none, please write)	Public Assistance Does Support Apply?	How often? times (if none, please write)	Personal Statement All Other Income	How often? times (if none, please write)
	\$				\$	
	\$				\$	
	\$				\$	

Self-Employment Income Calculations

This guidance will assist you in calculating the amount to report if you engage in farming, are self-employed or have income from other sources. Self-employed persons may use income tax records for the preceding calendar year as a basis to report the current year's net income, unless the current monthly income provides a more accurate measure. Report income derived from the business venture less operating costs incurred in the generation of that income. Deductions for personal expenses such as interest on home payments, medical expenses, and other similar non-business deductions are not allowed in reducing gross business income. Additional income from other kinds of employment must be treated as separate and apart from the income generated or lost from your business venture. For example, if you operated a business at a not loss, but held additional employment for which a salary was received, the income for purposes of applying for reduced price or free meals would be the income from the salary only. The loss from the business cannot be deducted from a positive income earned in other employment. For purposes of this application, it is not possible to report a negative income from any business venture. The least income possible is zero (no income). The necessary information for arriving at allowable income from private business operation may be taken from your most recent U.S. Individual Income Tax Return - Form 1040. Add together the amounts reported on the following lines:

LINE 12 \$ Business Income or (Loss)
 LINE 13 \$ Capital Gain or (Loss)
 LINE 14 \$ Other Gains or (Losses)
 LINE 17 \$ Rental real estate, royalties, partnerships, S corporations, trusts, etc.
 LINE 18 \$ Farm Income or (Loss)

TOTAL \$ Gross Annual Income Before Any Deductions
 Computed Monthly Income \$ (Gross Annual Income ÷ 12 = Computed Monthly Income)

The computed monthly income should be reported in Step 2 on the Application for Free and Reduced Price School Meals under All Other Income.

Optional Waiver Information

Because we are required to have the Information statement and nondiscrimination statements on the application, as well as wanting to retain the “For Administrative use Only” section on the front of the application we had to limit the number of spaces for children’s names to four and the Adult household members to 3. We also did not have space to put the Self-Employment Calculations section and the waiver statement which were on the prior version of the application.

Consequently, we have developed a Supplemental Worksheet that provides extra spaces for children and adult household members, provides the Self-employment Income Calculations and provides a space for a waiver statement if SFAs want to use this space. Schools may choose to include the district waiver statement in this area. A sample waiver statement can be found on IowaCNP under download forms under NSLP224 and a Spanish version is NSLP295. School waivers will be discussed in greater detail later in the webinar.



Carryover of Previous Year's Eligibility

- A child's eligibility is in effect from the date of determination for the current school year and for the first 30 operating days of the next school year or until a new eligibility determination is made
 - Cannot have a carryover period of less than 30 operating days
 - Carryover period begins on the first operating day of school

Another thing you will want to do before the start of school is to determine the ending date of the carry over of eligibility for your SFA. A child's eligibility is in effect from the date of determination for the current school year and for the first 30 operating days of the next school year or until a new eligibility determination is made. If no new application is submitted or children are not directly certified in the subsequent school year, children must continue to receive the previous year's level of benefits for up to 30 operating days. SFAs cannot have a carryover period of less than 30 operating days. The carryover period begins on the first operating day of school. An operating day is a day in which a meal or milk is provided.



Must Carryover Eligibility

- Eligibility must be carried over for:
 - Children from households with approved applications from previous year
 - Newly enrolled children from households with children who were approved in the previous year
 - Children from households directly certified in the previous school year
 - Children determined to be migrant, homeless or runaway in the previous school year
 - Children in kindergarten who were enrolled in Head Start under the jurisdiction of the same LEA in the previous year
 - Children previously approved who transfer from one school to another school under the jurisdiction of the same LEA

Eligibility must be carried over for:

Children from households with approved applications from previous year

Newly enrolled children from households with children who were approved in the previous year

Children from households directly certified in the previous school year

Children determined to be migrant, homeless or runaway in the previous school year

Children in kindergarten who were enrolled in Head Start under the jurisdiction of the same LEA in the previous year

Children previously approved who transfer from one school to another school under the jurisdiction of the same LEA

Carryover Example

- School starts on August 25th = first day of the carryover
 - No school on Labor Day or weekends so these are not operating days
- October 6th would be the end of the carryover period
- On October 7th, students who did not have a new school year's eligibility determination made would need to be denied benefits and be changed to paid status
- Important to mark your calendar and to be sure the carryover does not exceed 30 operating days



Let's go over an example for determining the carryover period.

School starts on August 25th = first day of the carryover

No school on Labor Day or weekends so these are not operating days

October 6th would be the end of the carryover period

On October 7th, students who did not have a new school year's eligibility determination made would need to be denied benefits and be changed to paid status

Important to mark your calendar and to be sure the carryover does not exceed 30 operating days.


If your POS system automatically carries over your student's prior year eligibility status, it is important that on the 30th operating day, that you make sure that students who do not have a new school year's determination get changed to paid.



What's Next??

- Prepare to begin receiving documents to determine eligibility:
 - Free
 - Reduced
 - Denied

Your next step is to prepare to begin receiving documents in order to determine eligibility. You will be determining if a household is eligible for free or reduced price benefits or if they will be denied benefits



How Do Students Get Free or Reduced Price Meals?

- All children in households receiving benefits from Food Assistance (FA) , or the Family Investment Program (FIP), are eligible for free meals
- Children may receive free or reduced price meals if their household's income is at or below the limits on the Federal Income Eligibility Guidelines (IEGs) which are revised yearly
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals

So you may ask, how do students get free or reduced price meals?

*All children in households receiving benefits from Food Assistance (FA) , or the Family Investment Program (FIP), are eligible for free meals

*Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals

*Children participating in their school's Head Start program are eligible for free meals


How Do Students Get Free or Reduced Price Meals? (Continued)

- Children participating in their school's Head Start program are eligible for free meals
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals



*Children who meet the definition of homeless, runaway, or migrant are eligible for free meals


*Children may receive free or reduced price meals if their household's income is at or below the limits on the Federal Income Eligibility Guidelines (IEGs) which are revised yearly



Module 2: Households Receiving Food Assistance

- All children in households receiving benefits from Food Assistance (FA) , or the Family Investment Program (FIP), are eligible for free meals

We will now begin Module 2 and discuss how households that receive food assistance are identified so that they receive free meals since all children in households receiving benefits from Food Assistance or the Family Investment Program are eligible for free meals.

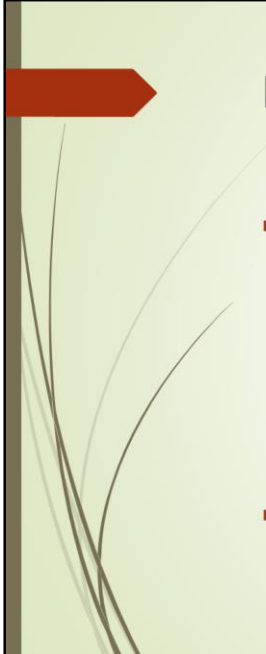


Module 2: Households Receiving Food Assistance or FIP

- These households can be identified by:
 - Direct Certification
 - Free Lunch Letter
 - Case number on an application

Households who are receiving food assistance or benefits through the Family Investment Program (FIP) can be identified in one of three ways:

- Direct Certification
- Free Lunch Letter
- Case number on an application



Direct Certification

- Mid-July the Department of Education (DE) posts to the portal the new school year's direct certification list
 - Late spring, school districts submit to the DE in Student Reporting in Iowa (SRI) students enrolled in their district
 - The Department of Human Services submits a list of households who receive Food Assistance or FIP
 - The DE matches the students on these two lists and produces a direct certification list for each school that reports in SRI
- Throughout the school year there are two direct certification lists posted each month

Mid-July the Department of Education (DE) posts to the portal the new school year's direct certification list which certified children who are members of a household receiving assistance under Food Assistance and/or FIP. We have been informed that this year's list will be posted on July 18th.

Late spring, school districts submit to the DE in Student Reporting in Iowa (SRI) students enrolled in their district

The Department of Human Services submits a list of households who receive Food Assistance or FIP

The DE matches the students on these two lists and produces a direct certification list for each school that reports in SRI

Throughout the school year there are two direct certification lists posted each month that you will want to download and print. Students found on the direct certification list are eligible for free benefits, without further application.

You will need to watch for the notice that is posted on the home page when you log into IowaCNP for when each download is available.



SRI and ELookUp

➤ Electronic Methods

- Available for all schools that participate in Student Reporting in Iowa (SRI)
 - all public and
 - some non-public

➤ ELookup

- Available to all institutions
- A modified data base from DHS files is provided. No information originates from the school or district

The direct certification list is available for all schools that participate in Student Reporting in Iowa (SRI). This will include all public schools and some non-public schools.

ELookUp is available to all institutions and is a modified data base from DHS. This information is not tied to a particular school district.



WHO NEEDS TO COMPLETE DIRECT CERTIFICATION/E-LOOKUP

- Direct Certification download is **required** to be completed twice each month for all schools reporting to SRI
- RCCI's with day students are **STRONGLY** encouraged to use E-Lookup for all clients served
- Non-public schools who do not report to SRI are **STRONGLY** encouraged to use E-Lookup

The State Agency continues to work with the DE staff and DHS staff to improve the Direct Certification process. This has helped Districts tremendously in having less applications to send out and review. Direct Certification is a very big time saver and the information is accurate! We know with certainty that these students are to receive free meal benefits.

Direct Certification download is required to be completed twice each month for all schools reporting to SRI.

RCCI's with day students and non-public schools who do not report to SRI are **STRONGLY** encouraged to use E-Lookup for all clients served. We want as many students as possible to be directly certified.



How to Access this Information

- Direct Certification lists are accessed via the Iowa Education Portal using an A & A Account.
- If you need access to the portal complete a Direct Certification Access Request Form which is on IowaCNP form number NSLP002

Direct Certification lists are accessed via the Iowa Education Portal using an A & A Account. If you need access to the portal complete a Direct Certification Access Request Form which is on IowaCNP form number NSLP002.



Assurance Statement

- The first time you log onto the portal an assurance statement will show up
- Check the box "I Agree"
- This will happen once a year

The first time you log onto the portal an assurance statement will show up.
Check the box "I Agree"
This will happen once a year



Iowa Education Portal

- After logging onto the portal click on EdInfo
- Then go to Student Level Applications
- Last, select Direct Certification

After logging onto the portal click on EdInfo
Then go to Student Level Applications
Last, select Direct Certification

Moving to the DE Secure Site Select Month

ALJWSSE Comm School District (00090000)

Direct Certification

HOME E-LOOKUP

Direct Certification 2015-2016

Month	SRI and Potential Student Count	E-Lookup Count	Migrant Count	
07/03/2015	129	1	0	Download
08/04/2015	23	0	0	Download
08/17/2015	2	0	0	Download
09/03/2015	2	0	0	Download
09/16/2015	2	0	0	Download
10/03/2015	4	0	0	Download
10/16/2015	9	1	0	Download
11/02/2015	2	0	0	Download
11/16/2015	0	0	0	Download
12/02/2015	2	0	0	Download
12/16/2015	0	0	0	Download
01/05/2016	3	0	0	Download
01/16/2016	4	2	0	Download
02/02/2016	0	0	0	Download
02/15/2016	2	0	0	Download
03/02/2016	4	1	0	Download
03/15/2016	0	0	0	Download
04/04/2016	0	0	0	Download
04/15/2016	0	0	0	Download
05/03/2016	0	0	0	Download
05/16/2016	2	0	0	Download
06/02/2016	0	0	0	Download

This slide shows the months in which there is a direct certification list available. The arrow is pointing to the month of July.

LEAs that do not report to SRI- will have only the E-Lookup option available.

Download Options



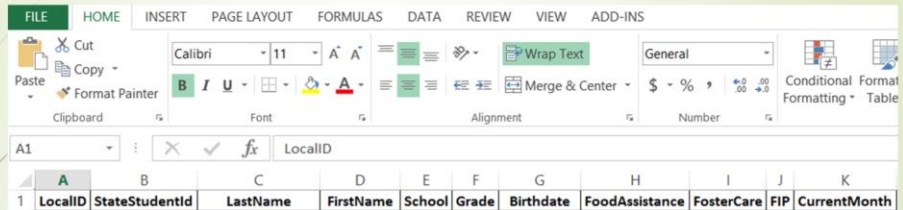
The screenshot shows a web application interface for 'Direct Certification'. At the top, there is a header with the AGWSR Comm School District logo and the text 'AGWSR Comm School District (00090000)'. Below the header is a navigation bar with links: 'HOME', 'E-LOOKUP', and 'DIRECT CERT USERS'. The main content area is titled 'Download' and contains three radio button options: 'Students in Last SRI Submission' (selected), 'Potential Students found in District', and 'Elookup Students'. Below these options are two radio buttons for the download format: 'Download to Excel' (selected) and 'Download to Text'. At the bottom of the form are two buttons: 'Back' and 'Download'.

When you click on download it takes you to these options:

- Students in Last SRI Submission, which is your Direct Certification list
- Potential Students found in District
- Elookup Students

You can also choose if you want the lists downloaded to Excel or to Text. should choose Excel.

Direct Certification List



	A	B	C	D	E	F	G	H	I	J	K
1	LocalID	StateStudentId	LastName	FirstName	School	Grade	Birthdate	FoodAssistance	FosterCare	FIP	CurrentMonth
2	A1										

Your Excel download will then open up a spreadsheet with the student's local ID, State ID, Last Name, First Name, School number, Grade and Birthday.

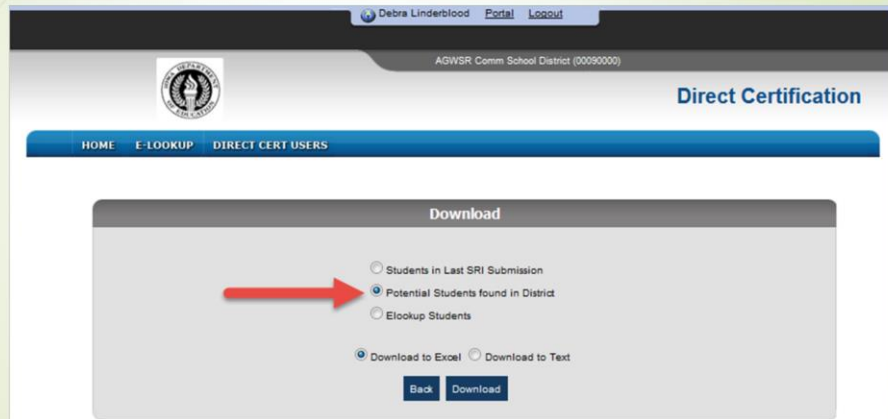
There will be a number 1 under Food Assistance, Foster Care and/or FIP (Family Investment Program). The last column provides you with the date that the State Agency received the match from DHS.

Note that some students may qualify based on more than one eligibility type. These students would have a number 1 in more than one column.

For eligibility purposes- Food Assistance supersedes all other eligibility. This information will be valuable to have for extending eligibility and also for the verification collection report.

You should print and save your direct certification list as documentation of your direct certification download.

Potential Students



Debra Linderblood Portal Logout

AGWSR Comm School District (00090000)

Direct Certification

HOME E-LOOKUP DIRECT CERT USERS

Download

☐ Students in Last SRI Submission

☒ Potential Students found in District

☐ Elookup Students

☒ Download to Excel ☐ Download to Text

Back Download

After obtaining your Direct Certification list you will want to return to choose Potential Students found in District.

All children listed on the Potential list are also considered directly certified.

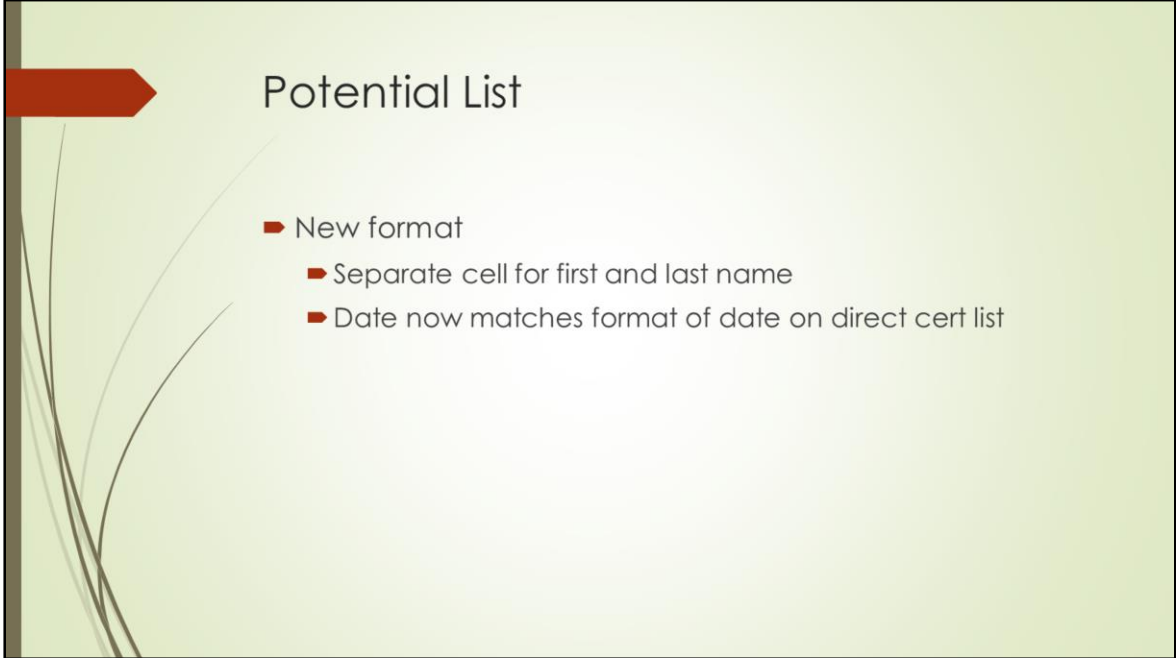
The children on the potential list are direct certified through a household member or relative. Both names listed on the potential list are eligible for free meal benefits.



Who are “Potential” Students?

- Children who were not enrolled in your school last year
- BUT share a case number with a student who was enrolled last year
- Often are very young children found

Potential students are children who were not enrolled in your school last year, but share a case number with a student who was enrolled last year. This is where you will find/identify new kindergarten students or preschoolers.



Potential List

- New format
 - Separate cell for first and last name
 - Date now matches format of date on direct cert list

In the past, the potential list did not separate the first and last name of the student found as a potential student or the name of the household member they are related to. Starting in July of 2016, these name fields will be separated so that there will be a column for the first name and a column for the last name.

Also, in the past the date of birth was in a format that had the month as text and now the birthdate will be all numerical and matches the formatting of the date of birth on the direct certification list. For example a July 3rd, 2016 format would be 7/3/2016.

This spreadsheet will have the columns containing the student's name, birthday, household member they are associated with, Household local ID. There will be a Number 1 under Food Assistance, Foster Care or FIP. The last column gives the date of the match again.

E-LookUp

AGWSR Comm School District (00090000)

Direct Certification

HOME E-LOOKUP DIRECT CERT USERS

Download

☐ Students in Last SRI Submission

☐ Potential Students found in District

☒ Elookup Students

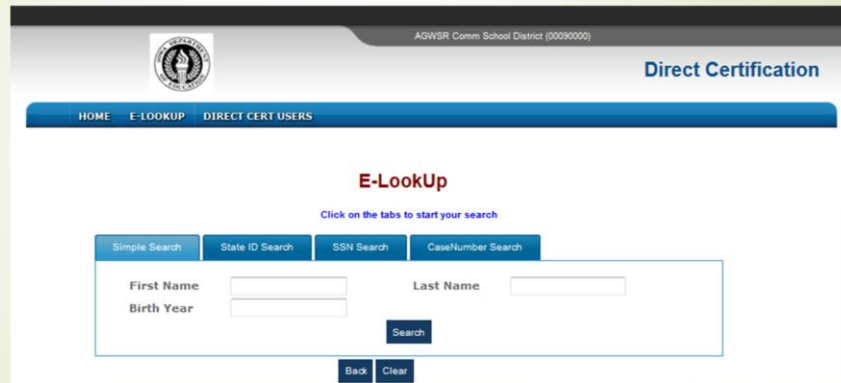
☒ Download to Excel ☐ Download to Text

Back Download

Now lets take a look at the direct certification option known as E-Lookup

To begin to use Elookup click on E-Lookup on the blue menu bar.

Simple Search



The screenshot shows the 'E-LookUp' web application interface. At the top, there is a header with the AGWSR Comm School District (00090000) logo and the text 'Direct Certification'. Below the header is a navigation bar with links for 'HOME', 'E-LOOKUP', and 'DIRECT CERT USERS'. The main content area is titled 'E-LookUp' and includes a sub-header 'Click on the tabs to start your search'. There are four tabs: 'Simple Search', 'State ID Search', 'SSN Search', and 'CaseNumber Search'. The 'Simple Search' tab is selected. Below the tabs is a search form with fields for 'First Name', 'Last Name', and 'Birth Year'. A 'Search' button is located to the right of the 'Birth Year' field. Below the search form are 'Back' and 'Clear' buttons.

ELookUp is available in all LEAs.

HOWEVER- This is the only method for non-public schools that do not submit data to SRI as well as RCCIs

When a student appears on any of the E Lookup searches- they are considered Directly Certified

There are four methods in which you can search for a student on e-Lookup

The first option is called a simple search. The simple search requires the student first and last name and the birth year. This may produce more than one name. You need to look closely to ensure you are selecting the correct student.

Example would be if the student had a common name such as John Smith. It is possible that more than one John Smith may be born in the same year. So then you will look at the additional information such as complete birth date , state id number etc. to ensure you are selecting the correct student.

Simple Search Results

HOME E-LOOKUP DIRECT CERT USERS

E-LookUp

Click on the tabs to start your search

Simple Search State ID Search SSN Search CaseNumber Search


First Name Last Name
 Birth Year

9 student(s) are found for the preferences you selected.

Direct Certification 2015-2016												
SRI Local ID	SRI State ID	DHS Last Name	DHS First Name	SRI School Building	SRI Grade	DHS Birth Date	Food Assistance	Foster Care	FIP	Month		
<input type="checkbox"/>	115067	SMITH	JOHN	0109	12	4/1997	1			07/03/2015		
<input type="checkbox"/>	28227	SMITH	JOHN	0427	KG	1/2009	1			07/03/2015		
<input type="checkbox"/>		SMITH	JOHN		1	6/2013	1			07/03/2015		
<input type="checkbox"/>		SMITH	JOHNNY			7/2011		1		07/03/2015		
<input type="checkbox"/>		SMITH	JOHN			7/1997	1			09/03/2015		
<input type="checkbox"/>		SMITH	JOHNATHO	0455		0/2002	1			12/02/2015		
<input type="checkbox"/>		SMITH	JOHN			6/2014	1			04/04/2016		
<input type="checkbox"/>		SMITH	JOHNNY	0418		7/2011	1	1		09/16/2015		
<input type="checkbox"/>		SMITH	JOHNNY			9/2015	1			09/16/2015		

This slide shows that if you put in a common name such as John Smith you may get numerous children to select from.

In this case John Smith with a birth date of 2/2011 was selected. Once you have the student you want, click the box to the left of the name.



When Do You Use the Simple Search?

- When registering a new student
- When parents advise you that the student receives FIP or Food Assistance but they don't have a number
- When a household brings in a Free Lunch Letter

The simple search works good when you are registering a new student or when parents advise you that the student receives FIP or Food Assistance but they don't have a case number or when a household brings in a Free Lunch Letter.


I will discuss Free Lunch Letters and case numbers on applications shortly.

State ID Search

The screenshot shows the 'E-Lookup' interface for the AGWSR Comm School District (00090000). The page has a header with the district logo and 'Direct Certification' link. A navigation bar includes 'HOME', 'E-LOOKUP', and 'DIRECT CERT USERS'. The main section is titled 'E-Lookup' with a sub-instruction 'Click on the tabs to start your search'. There are four tabs: 'Simple Search', 'State ID Search' (which is selected), 'SSN Search', and 'CaseNumber Search'. Below the tabs is a search form with a label 'State ID' and an input field. A 'Search' button is to the right of the input field. At the bottom of the form are 'Back' and 'Clear' buttons.

The second way in which you can conduct an E Lookup search is by using the student's state ID number.

Remember that if you do not find a student through one method on E Lookup try a different method until there are no other options left.



When Do You Use the State ID Search?

- When registering a new student and you have the state ID
- When the student is registered using a nickname
- This option will give you only that student if matched

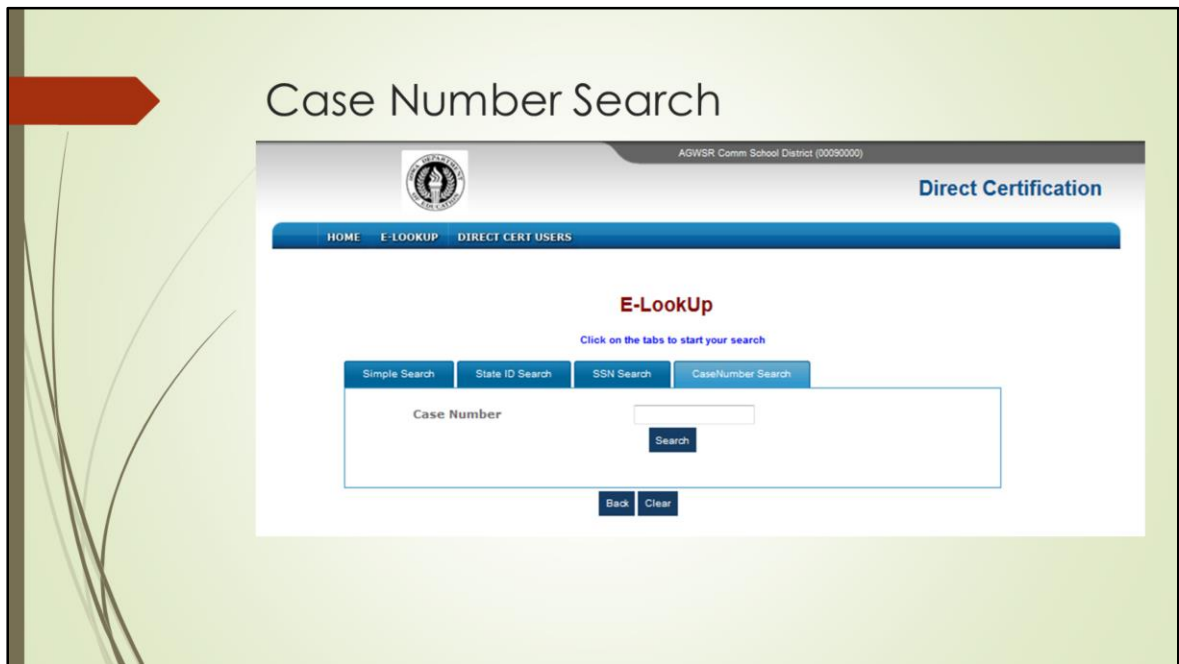
Using the state ID is the most useful for transferring students, if you know the student ID. This option will give you only the student that matches the student id number.

For example if the student registers as Tre Smith. Tre may be a nickname for Treydon, Trevon, or a number of other first names.

Social Security Number

The screenshot shows the 'E-Lookup' interface within the 'Direct Certification' system. At the top, there is a header with the AQWSR Comm School District (00090000) logo and the text 'Direct Certification'. Below this is a navigation bar with links for 'HOME', 'E-LOOKUP', and 'DIRECT CERT USERS'. The main section is titled 'E-Lookup' and includes a prompt: 'Click on the tabs to start your search'. There are four tabs: 'Simple Search', 'State ID Search', 'SSN Search', and 'CaseNumber Search'. The 'SSN Search' tab is selected. Below the tabs is a form with a label 'SSN' and three input fields separated by hyphens. A 'Search' button is located to the right of the input fields. At the bottom of the form are 'Back' and 'Clear' buttons.

The third option for E Lookup is used with a social security number. In most instances however you will not have a complete social security number.



The last option is using a case number.

This is useful in locating all kids on one case number. The case numbers come from the Notice of Decision.



When Do You Use Case Numbers

- When you are doing direct verification
- When a household writes a case number on an application

Using the case number to search is useful when you are doing direct verification and when a household writes a case number on an application.

ELookUp Spreadsheet Access

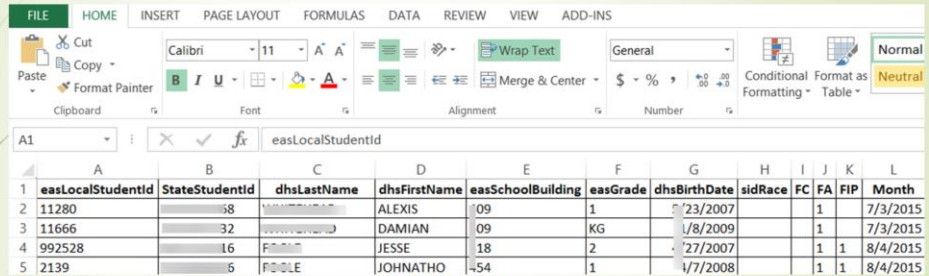


The screenshot shows the 'Direct Certification' interface. At the top, there is a navigation bar with 'HOME' and 'E LOOKUP'. Below this is a table titled 'Direct Certification 2015-2016'. The table has five columns: 'Month', 'SRI and Potential Student Count', 'E-Lookup Count', 'Migrant Count', and 'Download'. A green arrow points to the 'Download' link in the first row of the table.

Month	SRI and Potential Student Count	E-Lookup Count	Migrant Count	Download
07/03/2015	906	8	5	Download
08/04/2015	49	18	5	Download
08/17/2015	5	28	5	Download
09/03/2015	13	24	5	Download
09/16/2015	9	9	5	Download
10/03/2015	12	11	5	Download
10/16/2015	11	7	5	Download
11/02/2015	9	6	0	Download
11/16/2015	59	3	0	Download
12/02/2015	34	3	0	Download
12/16/2015	14	4	0	Download
01/05/2016	18	8	0	Download
01/16/2016	11	0	0	Download
02/02/2016	14	4	0	Download
02/15/2016	4	3	0	Download
03/02/2016	8	6	0	Download
03/15/2016	4	6	0	Download
04/04/2016	10	7	0	Download
04/15/2016	6	0	0	Download
05/03/2016	7	3	0	Download
05/16/2016	1	0	0	Download
06/02/2016	4	0	0	Download

Once you have found students using one of the four methods and clicked on the box beside their names and you will want to download to cart. You then go back to the home page and click on download for the month you are working on. This will give you a spreadsheet which tells you which children are Food Assistance, FIP or Foster Care.

ELookUp Spreadsheet



	A	B	C	D	E	F	G	H	I	J	K	L
	easLocalStudentId	StateStudentId	dhsLastName	dhsFirstName	easSchoolBuilding	easGrade	dhsBirthDate	sidRace	FC	FA	FIP	Month
1	11280	58	ALEXIS	09	1	2/23/2007			1			7/3/2015
2	11666	32	DAMIAN	09	KG	1/8/2009			1			7/3/2015
3	992528	16	JESSE	18	2	2/27/2007			1	1		8/4/2015
4	2139	5	FOOLE	JOHNATHO	54	1	1/7/2008			1	1	8/4/2015

The E Lookup download list will look similar to the other download lists.

The Elook Up spreadsheet gives the student's local ID, state Id, Last name, first name, School Building, Grade, and Birth date.

There will also be a number one in the foster Care, Food Assistance and/or FIP column.

The last column is the date of the match.



Extended Eligibility

- Eligibility for free meals is extended to all children in a household
 - If any member has been identified through direct certification
 - These children are also considered directly certified
- **Remember:** if one household member is identified on a list as Food Assistance or FIP, all siblings are directly certified

Eligibility for free meals is extended to all children in a household if any member has been identified through direct certification process as eligible for benefits under the Assistance Programs.

These children are also considered directly certified.

LEAs are encouraged to take appropriate steps to identify these children who are part of the family but were not identified through direct certification, which may include the use of enrollment records.



July Direct Certification Lists

- Once the SFA's July Direct Certification lists is available, the SFA as soon as possible should
 - Send out notification to the household
 - A sample letter of notification prototype is located in Download forms on IowaCNP
 - The prototype is also available in Spanish
- SFAs who modify the prototype letter or use a letter from a POS system must obtain State Agency approval to use their letter(s) yearly
- Complete an Approval Request Form
 - Email the completed form and each letter to deb.Linderblood@iowa.gov

Once the SFA's July Direct Certification lists is available, the SFA as soon as possible should

Send out notification to the household.

A sample letter of notification prototype is located in Download forms on IowaCNP

The prototype is also available in Spanish

The State Agency prototype letter is designed be used to notify households that their children are directly certified, children approved for free by other means, children approved for reduced price meals and for households who are denied benefits. Most POS systems that generate notification letters, produce a separate letter for directly certified households, denied, free and reduced.

SFAs who modify the prototype letter or use a letter from a POS system must obtain State Agency approval to use their letter(s) each year.

Complete an Approval Request Form for Notification letters NSLP022

Email the completed form and each letter to deb.Linderblood@iowa.gov



Direct Cert Notification Letter

- The notification must include the following:
 - The child is eligible for free meal benefits
 - No further application is necessary
 - An explanation of extended eligibility and how to notify the LEA of any additional children in the household not listed on the notification
 - How to notify the LEA if free benefits for directly certified children are not wanted

The notification for directly certified students must include the following:

The child is eligible for free meal benefits

No further application is necessary

An explanation of extended eligibility and how to notify the LEA of any additional children in the household not listed on the notification

How to notify the LEA if free benefits for directly certified children are not wanted

Direct Cert Notification

☐ **Approved for free meals because one or more of your children were directly certified automatically.**

Federal law allows us to receive information about your family's participation in the Food Assistance Program or the Family Investment Program (FIP) to determine free meal eligibility. No other information about your family has been shared. **Your child(ren) listed will get free meal benefits automatically.** There is nothing you need to do. **No further application is necessary.** If you do NOT want your child(ren) to receive these automatic free meal benefits, you must inform us. Fill in the information on the other side of this form and return this form to the school within ten calendar days of the date on this letter if you DO NOT want your children to get free meals.

☐ **Approved for reduced price meals (\$ _____ for lunch, \$ _____ for breakfast and \$ _____ for snacks)**

☐ **Denied because**

☐ your income is over the allowable amount

☐ your application was incomplete because _____

If you do not agree with the decision, you may discuss it with the school. If you wish to review the decision further, you have a right to a fair hearing. This can be done by calling or writing the following official:

NAME _____ Phone _____

ADDRESS _____

☐ **Starting [date within 3 operating days from the date this letter is sent if increase in benefits or 10 operating days following the appeal period if decrease in benefits] your child(ren)'s eligibility for meals will be changed from _____ to _____ because _____**

If you disagree with this decision, you may discuss it with [Name] at [Phone]. You also have the right to a fair hearing. If you request a hearing by [date 10 calendar days from the date this letter is sent], your children will continue to receive free or reduced price meals until the decision of the hearing official is made.

You may reapply for benefits at any time during the school year. If you are not eligible now but have a decrease in household income, become unemployed, or have an increase in family size, fill out an application at that time.

You may be eligible for Food Assistance. Food Assistance, also known as Food Stamps, is a program to help buy food for good health. If you want information or you want to apply, call 1-877-347-5678. Go to www.yesfoodstamps.gov to apply online.

If you have questions or if one or more of your children are not listed above, CONTACT YOUR CHILDREN'S SCHOOL.

This slide shows the section of the State Agency prototype notification letter. I have highlighted the required elements.

Refusal of Free Meal Benefits Based on Direct Certification

04/16

Return this letter to your school if you complete either the section refusing free meal benefits or decline having your information shared with hawk-j or Medicaid.

REFUSAL OF FREE MEAL BENEFITS BASED ON DIRECT CERTIFICATION.

I DO NOT want my child(ren) to receive free meal benefits.

Child's Name: _____ School: _____
Child's Name: _____ School: _____
Child's Name: _____ School: _____

Parent/Guardian Name (Printed) _____
Signature _____ Date _____

DO NOT FILL IN THIS BOX IF YOU WANT YOUR CHILDREN TO RECEIVE FREE MEALS BASED ON DIRECT CERTIFICATION.

This slide shows one method of having directly certified households inform you if they want to refuse free meal benefits.




DC Notification or Application

- LEAs must ensure that all households receive either a
 - Direct certification notification letter
 - By mail or e-mail
 - OR an application with instructions
- LEAs do not need to distribute the application and instructions to directly certified households if they distribute the materials through the mail or use another method that prevents the overt identification of children

LEAs must ensure that all households receive either a
Direct certification notification letter
By mail or e-mail
OR an application with instructions

LEAs do not need to distribute the application or instructions to directly certified households if they distribute the materials through the mail or use another method that prevents the overt identification of household who are applying for free or reduced price meals


You want directly certified households to know that they do not need to fill out an application as this will cut down on unnecessary applications coming to the SFA.



Initiation of Benefits

- USDA Memo SP 51-2014 gives LEAs flexibility for determining the eligibility effective date under all methods used to directly certify students for free meal or milk benefits
- LEAs may consider the effective date of eligibility for free school meal or milk benefits to be the date of the automated data matching file
- This date is the date listed on the direct certification list, potential list and on the Elook Up list

USDA Memo SP51-2014, gives LEAs flexibility for determining the eligibility effective date under all methods used to directly certify students for free meal or milk benefits. LEAs may consider the effective date of eligibility for free school meal or milk benefits to be the date of the automated data matching file. This date is listed on the direct certification list, potential list and on the ELookUp list.



Implementation

- If the LEA elects to exercise this flexibility, the LEA must:
 - Do so consistently for all the direct certification methods
 - Automated data matching
 - Letter method
 - Lists or other forms of documentation

If the LEA elects to exercise this flexibility, the LEA must:

Do so consistently for all the direct certification methods, which are

Automated data matching

Letter method

Lists or other forms of documentation



Documentation

- Document the effective date used
 - Direct Cert, Potential and ELookUp lists should be noted with the implementation date used
 - Date the list(s) were downloaded or
 - Date the match was made and is on the list

LEAs should document the effective eligibility date used.

Direct Cert, Potential and ELookUp lists should be noted with the implementation date used

 Date the list(s) were downloaded or

 Date the match was made and is on the list



Refund

- Refund any money paid by or on behalf of the student for reimbursable meals or milk during the period from the free meal eligibility effective date through the date the direct certification is actually implemented
 - Includes forgiving accrued debt
 - The LEA can only claim those meals or milk at the free reimbursement rate if the student is given a refund or the debt is discharged

The SFA will need to refund any money paid by or on behalf of the student for reimbursable meals or milk during the period from the free meal eligibility effective date through the date the direct certification is actually implemented. This includes forgiving accrued debt. The LEA can only claim those meals or milk at the free reimbursement rate if the student is given a refund or the debt is discharged



Free Lunch Letter

- A second method of determining children in households who are receiving benefits from Food Assistance (FA) , or the Family Investment Program (FIP) is through the Free Lunch Letter
- Letter is sent to households where the direct certification did not match the DHS database.
- Parent/Guardian must sign before giving it to the LEA

A second method of determining children in households who are receiving benefits from Food Assistance (FA) , or the Family Investment Program (FIP) is through the Free Lunch Letter. This letter is provided to families by the food assistance office if the DE was unable to match these students. When a Food Assistance Free Lunch letter is presented by parent's, the student's listed are considered categorically eligible and an application is not required. The letter is sent only to those families where the electronic direct certification did not match in the database. . The parent must sign the paper before giving it to the LEA.

Example of Free Lunch Letter

Iowa Department of Human Services
Free Lunch Notice – Give this to the School

Give this letter to the school to get free lunches for the students listed below. They can also get free breakfast and after-school snacks if the school offers them. Do not call DHS about free lunches. If you have questions, call the school your child attends.

We try to give names of students who can get free meals to the schools they attend. The students listed in this letter were not matched with the school. To get free meals for the students listed in this letter, you must:

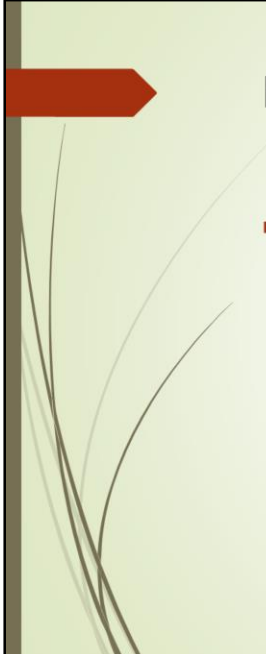
- Write the name of the school each student will be going to in the blank below. You may add any students living in your household that are not listed. Also write in the grade the student will be in.
- Sign and date this letter.
- Give this letter to the school to start free meals for this school year. Giving the letter to the school at least 10 days before school starts guarantees free meals from the first day of class. Do not return this letter to DHS.

Name	Birth Date	School	Grade

X _____ Your Signature _____ Date _____ Daytime Phone _____

FOR SCHOOL USE ONLY

This slide is an example of a Free Lunch Letter. The letter is in English, unless the household has notified DHS that they prefer Spanish communication. Grades/school building information is optional. The family or the LEA can write in student names on the paper however be sure you initial and date if this is done.



Free Lunch Letter to Directly Certified

- Students on a Free Lunch Letter should be entered into ELookUp.
 - If found, write "DC" and the date on the Free Lunch Letter and file under "Became DCed"
 - If not found, students will be counted as "letter method" on the Verification Report

If a household provides a Food Assistance eligibility letter to the LEA, we encourage you to enter the students into ELookUp. If they are found, you should write Directly Certified on the letter and file it in a folder labeled "Became DC." if the students are not found on ELookUP, the letter must be used to establish eligibility, but it is not considered direct certification for reporting purposes on the Verification Report which we will discuss later in the webinar.

Household Notification of Eligibility

- Households who provide a Free Lunch Letter must be notified that their children will receive free meal benefits

04/16

SAMPLE NOTIFICATION FORM
Insert school name, address here

Date _____

Dear _____

Your ~~child~~(ren) _____

have been:

☐ **Approved for free meals because:**

- ☐ your household income was within the eligibility limits
- ☐ the child listed above is a foster child
- ☐ one or more of your children are enrolled in Food Assistance or FIP
- ☐ your child(ren) is/are homeless, migrant or runaway
- ☐ your child is enrolled in Head Start
- ☐ your child lives in a household where a member receives Food Assistance or FIP benefits and USDA allows those benefits to extend to your child

Households who provide a Free Lunch Letter must be notified that their children will receive free meal benefits. The slide shows the top portion of the State Agency prototype notification letter that would inform a household that their children were approved for free meals because one or more of their children are enrolled in Food Assistance or FIP.



Applications with a Case Number

- LEAs must give households the opportunity to provide Food Assistance or FIP case numbers either for a child or for any household member in order to establish categorical eligibility for free meal benefits for all children in the household

A third method of determining households who are receiving benefits from Food Assistance (FA) , or the Family Investment Program (FIP) is through an Iowa Application for Free and Reduced Price Meals/Milk with a case number. LEAs must give households the opportunity to provide food assistance or FIP case numbers, either for a child or for any household member in order to establish categorical eligibility for free benefits for all children in the household,



When an Application is Used

- Households should use one application form and put all of their children's names on it
- Cannot require separate applications by school or program
- Cannot require separate applications for children who are categorically eligible and others applying based on income

When using an application to apply for benefits, households should use one application form and list all their children's names. SFAs cannot require separate applications by school or program and cannot require separate applications for children who are categorically eligible (such as a homeless or migrant child) and others applying based on income. The parent or the SFA may make copies of the completed application for each program in which the child participates.

Received Date/Online Address

2016-2017 Iowa Application for Free and Reduced Price School Meals/Milk Complete one application per household. Please use a pen (not a pencil). This application cannot be approved unless complete eligibility information is submitted. **Apply online at: (Remove if N/A)** **Received Date:**

- LEAs must have a method to document the date an application is received
 - An eligibility determination must be made, the family notified of its status, and the status implemented within 10 operating days of the receipt of the application
 - Provides documentation during an Administrative Review that the LEA is meeting this deadline
- If the LEA has an online application the web site address should be added to the application
 - If you do not have an online application, omit this

LEAs must have a method to document the date an application is received. You can use a date stamp or write the date on the line at the top of the application. An eligibility determination must be made, the family notified of its status, and the status implemented within 10 operating days of the receipt of the application. Thus putting a received date provides documentation during an Administrative Review that the LEA is meeting this deadline for approving applications.

If the LEA has an online application the web site address should be added to the application. If you do not have an online application, omit this.

STEP 1

STEP 1 List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach the supplemental worksheet.)

Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related." Children in Foster care and children who meet the definition of Homeless, Migrant or Runaway are eligible for free meals. Read How to Apply for Free and Reduced Price School Meals for more information.

Child's First Name	MI	Child's Last Name	Student Yes No	Child's School	Grade	Foster Child	Homeless, Migrant, Runaway

Check all that apply

- Should be completed by **all** households
 - Child's First Name, Middle Initial and Last Name
 - Identify if the child is a student or not
 - Identify the child's school and what grade they are in
 - This is also where a household would indicate if a child is:
 - Foster Child
 - Migrant
 - Runaway
 - Homeless

When applying for benefits via an application, Step 1 should be completed by all households. In this section all household members who are infants, children and students up to and including grade 12 are listed. Households should record the Child's First Name, Middle Initial and Last Name. They should also identify if the child is a student or not and identify the child's school and what grade they are in. This is also where a household would indicate if a child is:

Foster Child
Migrant
Runaway
Homeless

STEP 2

STEP 2	Do any Household Members (including you) currently participate in one or more of the following assistance programs: Food Assistance, FIP, or FDPIR?
Circle one: Yes / No	No, complete STEP 3. If you answered Yes, write a case number here then go to STEP 4 (Do not complete STEP 3).
Write only one case number in this space. Medicaid, Title XIX & EBT card numbers are not acceptable.	Case Number: _____ Name of Household Member with Case Number: _____

STEP 2

- This is where households are asked if any household members currently participate in one or more of the following assistance programs
 - Food Assistance
 - FIP
 - FDPIR (Food Distribution Program on Indian Reservations)

Step 2 of the application is where households are asked if any household members currently participates in one or more of the following assistance programs

Food Assistance

FIP

FDPIR (Food Distribution Program on Indian reservations)

The household should circle yes or no.

If they circle yes, then they should write in their case number, as well as the name of the household member with the case number.



Skip STEP 3

- If a household answers “Yes” to STEP 2, they are instructed to skip STEP 3

STEP 3 Report Income for ALL Household Members (Skip this step if you answered “Yes” to STEP 2)

If a household answers “Yes” to STEP 2, they are instructed to skip STEP 3.

STEP 4: Contact Information and Adult Signature

STEP 4 Contact Information and Adult Signature

I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.

Street Address (if available)	Apt. #	City	State	Zip	Daytime Phone (optional)	Email (optional)
Printed name of adult completing the form			Signature of adult completing the form			Today's date

STEP 4

- Households should be encouraged to complete all of the information
- The adult or parent completing the form must sign
 - The application is considered **incomplete** without an adult/parent signature
 - Call and have them come sign the application

In STEP 4 households should be encouraged to complete all of the information. The adult or parent completing the form must sign or else the application is considered incomplete. LEAs should call the household and have them come sign the application if it is not signed.

Complete Application for Food Assistance/FIP Households

- Names of children
- Food Assistance or FIP case number
- Name of person with the case number
- Signature



A complete FIP or Food Assistance application must have the required information:

1. Names of children in the household.
2. The case number and the name of the person with the FIP/Food Assistance case number. In all instances where a case number for an Assistance Program is used on an application, there must be the corresponding household member's name.
3. The application must be signed and dated by the adult completing the application in STEP 4.

LEAs may not require households to provide information that is not required and may not delay approval if the application is complete. You approve the application at Face value.



Case Number Guidance

- For Categorical eligibility using case numbers (FIP or Food Assistance)
 - The case numbers are the same length and usually the same number for clients receiving both
 - The case numbers are **10 characters long**
 - The first character may be a number or a letter and the rest are numbers, which are in this sequence:
 - Example 1: A00000-00-0-0
 - Example 2: 000000-00-0-0

For Categorical eligibility using case numbers for FIP or Food Assistance the case numbers are the same length and are usually the same number for clients receiving both types of assistance. The case number should be 10 characters long and the first character may be a number or letter and the rest are numbers. Determining officials must ensure that the Assistance Program case number on the application is consistent with the format used in Iowa. The Iowa application has 10 small lines with spaces where they are on Iowa case numbers.

Not Acceptable

- Medicaid, Title XIX, the EBT card and FIP card numbers are not acceptable.
- This debit card number is 19 digits and should not be accepted



Medicaid, Title XIX (19), the EBT card and FIP card numbers are not acceptable.

This is what the food assistance EBT card looks like. The nineteen digits on the card is NOT the case number. If the adult completing the application lists a 19 digit number- this is not acceptable. Families are told to keep their plastic EBT card even if they no longer will receive FIP or Food Assistance, as it can be reinstated later. A family may have a card in their possession but not currently be eligible for benefits.

Households should be instructed to locate the actual case number from their Notice of Decision.

If the case number seems incorrect, the LEA should contact the household to confirm the household's eligibility or verify the application for cause. I will be explaining verification for cause later in the presentation.

Notice of Decision

- Case numbers can be found on the Notice of Decision sent regularly to FIP/Food Assistance participants

IOWA DEPARTMENT OF HUMAN SERVICES
NOTICE OF DECISION

CASE NO. _____
NOTICE DATE _____
DATE NO. _____

WORKER NAME _____

If you have questions, please your worker at _____
We will accept return calls from you if you live outside the local calling area.

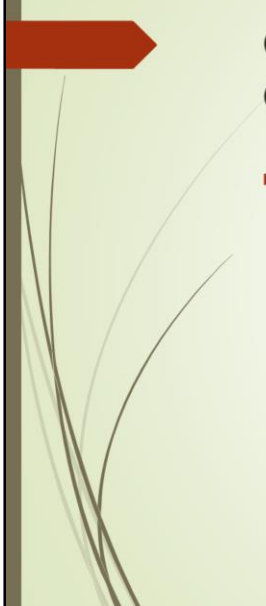
If you wish to appeal the denial of eligibility or the amount of benefits, see page 2 for appeal rights.

Your County Department of Human Services will assist you in filing an appeal if you ask them. You may contact Iowa Legal Aid at 1-800-632-1275, or if you live in Polk County 243-1193. If you need help with an appeal, _____

The only your income is considered and benefits figure is shown on right. Here is the decision for each month of your application or renewal:

FIP/FOOD MEDICAID FOOD STAMPS

Case numbers can be found on the Notice of Decision sent regularly to FIP/Food Assistance participants. If a family asks what the Notice of Decision is; the letter looks like the picture on this slide. The names of the family members are listed if they are covered by Food Assistance, FIP or Medicaid. Remember that Medicaid is not an automatic qualifier in the state of Iowa.



Can the Application Be Directly Certified?

- LEAs are encouraged to review the direct certification list and use ELookUp to determine if children on applications with case numbers can be found
 - If found, the household becomes directly certified
 - Write "DC" and the date on the application and file under "Became Dced"
 - If not found and the case number is an appropriate format, then accept at "face value" and provide free benefits

LEAs are encouraged to review the direct certification list and use ELookUp to determine if students on applications with case numbers can be found. If a student is found, the household becomes directly certified instead of categorically eligible. You should write "DC" and the date on the application and file under "Became Dced". Do not keep this application with the rest of your applications since this household is now directly certified. If a student is not found and the case number is an appropriate format, then accept at "face value" and provide free benefits based on an application with a case number.



Notify the Household

- If the household is found on the direct certification list or on e-look up, send notification that they are directly certified
- If they are not on the direct certification list or on e-lookup, send notification that they will receive free meals based on a case number being provided

If the household is found on the direct certification list or on e-look up, send notification that they are directly certified

If they are not on the direct certification list or on e-lookup, send notification that they will receive free meals based on a case number being provided

Module 3: Household Size and Income

- Children may receive free or reduced price meals if their household's income is at or below the limits on the Federal Income Eligibility Guidelines (IEGs) which are revised yearly



Now that we have finished talking about the 3 ways that a household can be identified as participating in a Food Assistance Program, we will now cover how children may receive free or reduced price meals if their household's income is at or below the limits on the Federal Income Eligibility guidelines (IEGs) which are revised year.

Federal Income Eligibility Guidelines (IEGs)

State of Iowa
DEPARTMENT OF EDUCATION
Bureau of Nutrition and Health Services
James State Office Building
Des Moines, Iowa 50319-0146
515-281-5356

(Internal use only - do not distribute to parents)

INCOME ELIGIBILITY GUIDELINES (IEGs)

Effective 7-1-2016 to 6-30-2017

Household Size	Free Meals					Reduced Price Meals				
	Yearly	Monthly	Twice a Month	Enter last month	Monthly	Yearly	Monthly	Twice a Month	Enter last month	Monthly
1	15,444	1,287	644	594	297	21,976	1,832	916	846	423
2	20,826	1,736	868	801	401	29,637	2,470	1,235	1,140	570
3	26,208	2,184	1,092	1,008	504	37,298	3,108	1,554	1,431	716
4	31,590	2,633	1,317	1,215	608	44,959	3,747	1,874	1,730	865
5	36,972	3,081	1,541	1,422	711	52,620	4,385	2,193	2,024	1,012
6	42,354	3,530	1,765	1,626	815	60,281	5,023	2,512	2,319	1,160
7	47,736	3,978	1,989	1,837	919	67,942	5,661	2,832	2,614	1,307
8	53,118	4,426	2,213	2,045	1,023	75,603	6,300	3,152	2,910	1,455
For each additional family member add:	5,408	451	226	208	104	7,696	642	321	296	148

- The full set of both free and reduced price guidelines do not get distributed to families
- Is available on IowaCNP for school & RCCI personnel approving applications-Form NSLP112
- Be sure you are using the current school year's guidelines

The Federal Income Eligibility Guidelines or IEGs are on IowaCNP for schools and RCCI personnel approving applications-Form NSLP112. These contain both the free and reduced price guidelines and do not get distributed to families. The Information letter only provides the reduced price guidelines. Be sure you are using the current school year's guidelines.



STEP 3: Report Adults and Income for ALL Household Members

- After completing STEP 1-listing household members who are infants, children and students up to and including grade 12 the household should complete STEP 3
 - All adult household members who are not listed in STEP 1
 - Even if they do not receive income
 - Report Income for All Household Members

In order for households to be determined if they qualify for free or reduced price meals based on household size and income, after completing STEP 1-listing household members who are infants, children and students up to and including grade 12 the household should complete STEP 3 which lists all adult household members who are not listed in STEP 1. The household should then report Income for All Household Members.

There is now separate reporting for infants, children and students up to grade 12 from the adult household members which is intended to reduce the risk of duplicate entries and make it easier for households to accurately list all members.

Child's Income

- Previously the application requested individualized income reporting for each child household member
 - Many children and students do not receive income on a regular basis
 - A required modification is that income reporting for all children and students be in a single reporting field
 - Report gross income
 - Infrequent earnings, such as babysitting or lawn mowing are not counted as income

STEP 3 Report Income for ALL Household Members (Skip this step if you answered "Yes" to STEP 2)

A. Child Income
Sometimes children in the household earn income. Please include the **TOTAL gross income** earned by all Household Members listed in STEP 1 here.

Please read How to Apply for Free and Reduced Price School Meals for more

Total Child Income \$

How often? (times) as many (times)

In the past the households were instructed to list the names of just children in one section and then list the children again and add the adults in the household in another section. The application also requested individualized income reporting for each child household member. Since many children and students do not receive income on a regular basis a required modification is that income reporting for all children and students be in a single reporting field. Households should report the gross income the children receive from full or part-time employment. Children who receive income from other sources such as social security must also be listed. Infrequent earnings, such as babysitting or lawn mowing are not counted as income.



Adult's Income

- Households should list all adult household members even if they do not receive income
- Beginning in school year 2015-2016
 - Still need to request that applicants write a zero when there is no income to report
 - A separate indication is not required or allowed
 - Instead, have to provide instructions that any field left blank is a positive indication of no income and certifies that there is not income to report

Households should list all adult household members in STEP 3 even if they do not receive income. In the past, applications had to have an indication of no income such as requiring households to write a zero in each applicable field or mark a “No Income” box. If the field was left blank, the application was considered incomplete resulting in LEAs having to follow-up with the household. Beginning in school year 2015-2016, applications still needed to request that applicants write a zero when there was no income to report, but there should not be a separate indication. Instead it is required that instructions be provided that any field left blank is a positive indication of no income and certifies that there is no income to report. Thus applications with blank income fields are to be processed as complete.

Whole Dollar Amounts



- All income amounts should be listed in whole dollar amounts.
 - Round off amounts to the nearest whole dollar
(drop amounts under 50 cents and increase amounts from 50 to 99 cents to the next dollar)
- USDA recommends using whole dollar amounts to simplify income reporting

USDA now recommends that income be reported in whole dollars. You should have households drop amounts under 50 cents and increase amounts from 50 to 99 cents to the next dollar. For each income type, households should indicate the frequency of receiving the income, which will be either weekly, bi-weekly, 2 times per month or monthly.

Adult Sources of Income

- Three separate types of income
 - Earnings from work
 - Public Assistance/Child Support/Alimony
 - Pensions/Retirement/All Other Income

STEP 3 Report Income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2)

Please read **How to Apply for Free and Reduced Price School Meals** for more information. The Sources of Income for Children section will help you with the Child Income question. The Sources of Income for Adults section will help you with the All Adult Household Members section.

A. Child Income
Sometimes children in the household earn income. Please include the TOTAL gross income earned by all Household Members listed in STEP 1 here.

B. All Adult Household Members (including yourself)
List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income for each source in whole dollars only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report. Applications with blank income fields will be processed as complete. If more spaces are required for additional names, attach the supplemental worksheet.

Name of Adult Household Members (First and Last)	C. Earnings from Work				D. Public Assistance/Child Support/Alimony				E. Pensions/Retirement/All Other Income			
	weekly	bi-weekly	2x/month	monthly	weekly	bi-weekly	2x/month	monthly	weekly	bi-weekly	2x/month	monthly
\$					\$				\$			
\$					\$				\$			
\$					\$				\$			
\$					\$				\$			

F. Total Household Members (Children and Adults)

G. Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member ☒ ☒ ☒ ☒ ☐ ☐ ☐ ☐ Check if no SSN ☐

Total Child Income: \$ How often? ☐ weekly ☐ bi-weekly ☐ 2x/month ☐ monthly

There are three separate types of income to be reported

Earnings from work (wages, salaries, tips, commissions, strike benefits, unemployment compensation)

Public Assistance/Child Support/Alimony (Do not include the value of Food Assistance)

Pensions/Retirement/All Other Income (social security payments, veterans benefits, disability benefits, net rental income, interest income.

Applications that provide pay stubs, but do not indicate the amount of income for each household member on the application are considered incomplete. Every reasonable effort should be made to obtain the missing information prior to denying the application.



Gross and Current Income

- When determining eligibility based on income
 - Use Gross wages (before taxes)
- Income should be reported based on the most recent information available
 - Current month
 - Amount projected for the 1st month the application is made for or
 - The month prior to the application

When determining eligibility based on income use Gross wages (before taxes)

Income should be reported based on the most recent information available:

Current month

Amount projected for the 1st month the application is made for or

The month prior to the application

May use an average income for households such as teachers who work part of the year and are not paid for some months. You might have to average or spread the income over all 12 months instead of 9-10 months.

Irregular or Variable Income

- "Usual" income= if most months are about the same
- Average income per month if there is a high level of variability (example: paid on commission)
- Include overtime pay if it occurs on a regular basis



If there is irregular or variable income, the determining official must make judgments when processing applications. You may choose a method that results in better benefits, as long as you are consistent in each application where it pertains.

Determine if the income is usual (most months are the same) or if there is a high level of variability then you would want an average.

For example- An Alaskan fisherman may work only two months out of the year. During that time the fisherman may make \$20,000 each month. If \$20,000 were used based on just monthly income- it would not accurately reflect the actual annual income since the fisherman only works 2 months out of the year. In this instance it would be more realistic to take the two months income total (\$40,000) and divide it by 12 which would equal \$3,333 per month.

You should include overtime pay if it occurs on a regular basis.

LUMP SUM INCOME




- Lump sum payments or large cash settlements are NOT counted as income if they are received as compensation for a loss that must be replaced
- Lump sum payments that are put into a savings account IS counted if the household regularly draws from that for living expenses
 - NOTE: ONLY the amount withdrawn is counted as income

Lump sum payments or large cash settlements are NOT counted as income if they are received as compensation for a loss that must be replaced.

Lump sum payments that are put into a savings account IS counted if the household regularly draws from that for living expenses.

NOTE: ONLY the amount withdrawn is counted as income.



Project Income

- Project income only in certain circumstances
 - Self-employed
 - Seasonal worker
- May use Federal 1040 from last year IF income this year is about the same as last year
- Only lines 12, 13, 14, 17 & 18 are included in calculating self-employment income
- The smallest income allowed is zero (no negatives offsetting positives allowed, if there are two income sources in the household)

Self-employed persons should use the Supplemental Worksheet that is with the application, as it has a self-employment worksheet.

If income is very different, the household must make an estimate.

The household may use the Federal 1040 from last year IF income this year is about the same as last year

Only lines 12, 13, 14, 17 & 18 are included in calculating self-employment income.

The smallest income allowed is zero (no negatives offsetting positives allowed, if there are two income sources in the household)

Also do not routinely verify self employed households just because they are self employed!

Form 1040

Form 1040

Income	7	Wages, salaries, tips, etc. Attach Form(s) W-2	7	
	8a	Taxable interest. Attach Schedule B if required	8a	
Attach Form(s) W-2 here. Also attach Forms W-2G and 1099-R if tax was withheld.	b	Tax-exempt interest. Do not include on line 8a	8b	
	9a	Ordinary dividends. Attach Schedule B if required	9a	
	b	Qualified dividends (see page 23)	9b	
	10	Taxable refunds, credits, or offsets of state and local income taxes (see page 23)	10	
	11	Alimony received	11	
	12	Business income or (loss). Attach Schedule C or C-EZ	12	
	13	Capital gain or (loss). Attach Schedule D if required. If not required, check here <input type="checkbox"/>	13	
If you did not get a W-2, see page 22.	14	Other gains or (losses). Attach Form 4797	14	
	15a	IRA distributions	15a	
	b	Taxable amount (see page 25)	15b	
	16a	Pensions and annuities	16a	
	b	Taxable amount (see page 25)	16b	
Enclose, but do not attach, any payment. Also, please use Form 1040-V.	17	Rental real estate, royalties, partnerships, S corporations, trusts, etc. Attach Schedule E	17	
	18	Farm income or (loss). Attach Schedule F	18	
	19	Unemployment compensation	19	
	20a	Social security benefits	20a	
	b	Taxable amount (see page 27)	20b	
	21	Other income. List type and amount (see page 29)	21	
	22	Add the amounts in the far right column for lines 7 through 21. This is your total income	22	

These are the lines from the Federal 1040 to use for self employment income.

Self-Employment Income Calculations

Self-Employment Income Calculations

This guidance will assist you in calculating the amount to report if you engage in farming, are self-employed or have income from other sources. Self-employed persons may use income tax records for the preceding calendar year as a base to project the current year's net income, unless the current monthly income provides a more accurate measure. Report income derived from the business venture less operating costs incurred in the generation of that income. Deductions for personal expenses such as interest on home payments, medical expenses, and other similar non-business deductions are not allowed in reducing gross business income. Additional income from other kinds of employment must be treated as separate and apart from the income generated or lost from your business venture. For example, if you operated a business at a net loss, but held additional employment for which a salary was received, the income for purposes of applying for reduced price or free meals would be the income from the salary only. The loss from the business cannot be deducted from a positive income earned in other employment. For purposes of this application, it is not possible to report a negative income from any business venture. The least income possible is zero (no income). The necessary information for arriving at allowable income from private business operation may be taken from your most recent U.S. Individual Income Tax Return - Form 1040. Add together the amounts reported on the following lines:

LINE 12	\$	Business Income or (Loss)
LINE 13	\$	Capital Gain or (Loss)
LINE 14	\$	Other Gains or (Losses)
LINE 17	\$	Rental real estate, royalties, partnerships, S corporations, trusts, etc.
LINE 18	\$	Farm Income or (Loss)
TOTAL	\$	Gross Annual Income <u>Before</u> Any Deductions.
Computed Monthly Income	\$	(Gross Annual Income ÷ 12 = Computed Monthly Income.)

The computed monthly income should be reported in Step 3 on the Application for Free and Reduced Price School Meals under All Other Income.

This slide shows the section of the Supplemental Worksheet that has the Self-Employment Income Calculations where a self employed person is highly encouraged to calculate the amount of income to place on the first page of the application.

In-Kind Benefits

- Are not cash payments and, therefore, are not considered as income
- School officials are not in a position to determine the value of in-kind benefits
- Examples:
 - Housing for clergy
 - Cars for salespersons
 - Employee medical or dental benefits



In-kind benefits are not cash payments &, therefore are not considered as income.

School officials are not in a position to determine the value of in-kind benefits.

Examples:

Housing for clergy

Cars for salespersons

Employee medical or dental benefits

Social Security Numbers

- Are **only required** for applications which are based on household size and income
 - Last four digits only
 - Applicants must provide either the last four digits of the Social Security Number or check the box that they do not have a social security number or it is an incomplete application
 - Call the household to obtain

G. Last Four Digits of Social Security Number (SSN) of
Primary Wage Earner or Other Adult Household Member

X	X	X	X				
---	---	---	---	--	--	--	--

Check if no SSN ☐

Social security numbers are only required for applications which are based on household size and income. You may only request the last four digits of the household member's social security number. Applicants must provide either the last four digits of the Social Security Number or check the box that they do not have a social security number or it is an incomplete application. LEAs should then call the household to obtain the social security number or determine that they do not have one. If a household has a social security number but refuses to provide it, do not mark no social security number. The application would be considered incomplete and the students would not receive free or reduced price meal benefits.

Total Household Members

- A **new field** that was recommended by USDA and thus was added to the Iowa application, is for there to be a Total household members box
 - This is intended as an accountability safeguard
 - Encourages households to report all members who are present (**Children + Adults = Total Household Members**)
 - Alerts determining officials to discrepancies in the number of household members reported

Name of Adult Household Members (First and Last)	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
F. Total Household Members (Children and Adults)	<input type="text"/>

A new field that was recommended by USDA and thus was added to the Iowa application, is for there to be a Total household members box. This is intended as an accountability safeguard, encourages households to report all members who are present and alerts determining officials to discrepancies in the number of household members reported. If the Determining Official comes up with a different number of total household members than what is reported by the household you should call and get clarification.

Household Size



- Definition of household: related or unrelated persons living as one economic unit and who share housing and/or significant income and expenses
- Separate economic units in the same house are characterized by prorating expenses and economic independence from one another

When reviewing/approving applications based on income/household size you may need to refer to these definitions and clarifications. The definition of a household is related or unrelated persons living as one economic unit and who share housing and/or significant income and expenses.

Separate economic units in the same house are characterized by prorating expenses and economic independence from one another.

Special Situations



- Children away at school, including college: if they are considered dependent, they are members of the household, and regular income must be reported
- Children living with relatives or friends: generally a member of the household with whom they live if economically dependent on that household
- Homeless families may be counted as household members of host family

There may be special situations that occur that need consideration:

Children away at school, including college: if they are considered dependent, they are members of the household, and regular income must be reported.

Children living with relatives or friends are generally a member of the household with whom they live if economically dependent on that household.

Homeless families may be counted as household members of host family.

Additional Special Situations-Adoption

- An adopted child for whom a household has accepted legal responsibility is considered to be a member of that household
- If the adoption is a "subsidized" adoption, the subsidy is included in the total household income



An adopted child for whom a household has accepted legal responsibility is considered to be a member of that household and if the adoption is a "subsidized" adoption, the subsidy is included in the total household income.

Additional Special Situations-Joint Custody

- If both parents apply for benefits, in the same LEA, but the eligibility status is different, the LEA should award the 'best' benefit level (free in one household, denied in another, child is approved free regardless of which parent had custody at the time)



If both parents apply for benefits, in the same LEA, but the eligibility status is different, the LEA should award the 'best' benefit level. For example, if the mother's situation results in eligibility for free meals but the father's application is denied, the child would receive free meals regardless of which parent had custody at the time. However, one of the parents may elect not to have the child receive free meal benefits while residing with them. When the child is residing with this parent and the parent pays for the meals, the child's meals cannot be claimed as free.

Additional Special Situations-Foreign Exchange Students

- Is considered a member of the host family
- Not eligible for free meals unless host family is eligible through completing an application or are directly certified



A Foreign Exchange Student Is considered a member of the host family. They are not eligible for free meals unless the host family is eligible through completing an application or are directly certified.



Conversion Factors

- Weekly income x 52
- Bi-weekly income (every two weeks) x 26
- Semi-weekly income (twice a month) x 24
- Monthly income x 12
 - These are on the application in the "For Administrative Use Only" section
 - Add all of the converted values and compare to the current Income Eligibility Guidelines for the income and household size

This slide shows you the conversion factors to use if there are multiple income sources with more than one frequency: for example Mom gets paid weekly and Dad gets paid monthly.

Weekly income X 52

Bi-weekly income (every two weeks) X 26

Semi-weekly income (twice a month) X 24

Monthly income X 12

These are on the application, in the For administrative use only section. You will add all of the converted values and compare the value to the current Income Eligibility Guidelines for the income and household size.



Using Conversion Factors

- If there is only one source of income or if all sources are received in the same pay frequency, ie. monthly, do not convert to annual
- Conversion is required if there are multiple income sources with more than one pay frequency (someone paid weekly, someone else monthly, etc.)
- Always convert to ANNUAL when incomes vary in frequency and add the converted numbers together

If there is only one source of income or if all sources are received in the same pay frequency, ie. monthly, do not convert to annual.

Conversion is required if there are multiple income sources with more than one pay frequency (someone paid weekly, someone else monthly, etc.).

Always convert to ANNUAL- when incomes vary in frequency and add the converted numbers together.

Eligibility Determination

- Use IEGs to locate the household size
- Determine the household's total income

INCOME ELIGIBILITY GUIDELINES (IEGs)

Effective 7-1-2016 to 6-30-2017

Household Size	Free Meals					Reduced Price Meals				
	Yearly	Monthly	Twice a Month	Every two weeks	Weekly	Yearly	Monthly	Twice a Month	Every two weeks	Weekly
1	15,444	1,287	644	594	297	21,978	1,832	916	846	423
2	20,826	1,736	868	801	401	29,637	2,470	1,235	1,140	570
3	26,208	2,184	1,092	1,008	504	37,296	3,108	1,554	1,435	718
4	31,590	2,633	1,317	1,215	608	44,955	3,747	1,874	1,730	865

Once the household has completed the application, the Determining Official will determine the Household size and the total Household income. One method that can be used is to find the household size on the IEGs and then compare the household's income amount to the figures on the IEGs. For example, if you had a family of 3 and their total income was \$2,045 per month, we can see that their income is above the \$2184.00 so they are not eligible for free meals, however their income is below the \$3108 so they would be approved for reduced price meals.

[illegible]

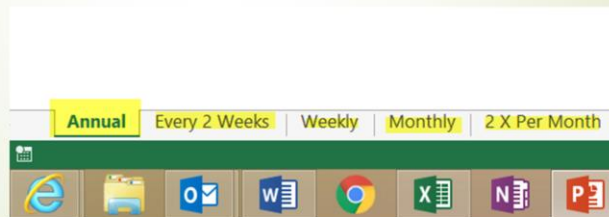
The ICACES excel program which can be found on IowaCNP, number NSLP111.

It is helpful to attach the ICACES final calculations to the application to show how the eligibility was determined, which is very helpful if a second person reviews the application or if you have an Administrative Review.

118

Choose the Frequency of Income

- At the bottom of the page select the tab which matches how the income was reported
- Select Annual only if income is reported in more than one frequency



At the bottom of the page select the tab which matches how the income was reported
Select Annual only if income is reported in more than one frequency

Every Two Weeks Example

2W (Every two weeks) Free and Reduced-Price Meal Calculations-July 1, 201

Clear Values

2 W income data		
Hrly Pay	No. Hours	2 W
		0

Result goes to cell H14.

Menu Options

Clear Checkmarks

View Guidelines

View Calculator

Weekly	2 W	2 M	Weekly	Total
	500			500.00
	1000			1,000.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
	0			0.00
Every 2 Week Income				\$1,500.00

Family Size

☐ 1

☐ 2

☐ 3

☒ 4 **Reduced-Price**

☐ 5

Here is an example of a household of 4 where the Mom makes \$500 every two weeks and Dad makes \$1000 every two weeks. You will choose the worksheet with the tab labeled Every 2 weeks, type in the two income amounts and then check the 4 under Family Size. ICAVES automatically displays that this household is eligible for reduced price meals.

Two Frequencies of Income

Annual Free and Reduced-Price Meal Calculations-July 1,2016-June 30,2017.

Menu Options

Clear Values

Clear Checkmarks

View Guidelines

View Calculator

Weekly	2 W	2 M	Monthly	Total
60			2000	27,120.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
Backside of Application from box below				0
Annual Income				\$27,120.00

Backside of Application	
Line 12	Business income/loss
Line 13	Capital Gain/loss
Line 14	Other Gains/losses
Line 17	Rents, etc.
Line 18	Farm income/loss
Total	\$0.00

Family Size	
<input type="checkbox"/> 1	FREE
<input type="checkbox"/> 2	
<input type="checkbox"/> 3	
<input checked="" type="checkbox"/> 4	
<input type="checkbox"/> 5	
<input type="checkbox"/> 6	

If a household reports income in more than one frequency, such as in this example where the child makes \$60 per week and the Dad makes \$2000 per month, you will select the tab that says annual. Type in \$60 under weekly and \$2000 under Monthly and check the 4 under Family Size. ICIVES displays that this household is eligible for free meals.



Error Prone Applications

- Applications within \$100 per month of the applicable IEGs
 - SFAs should label these applications so they can be located when verification is completed
 - ICAVES will identify error prone applications


Error prone application are applications that have a total income amount that is within \$100 per month of the applicable IEGs. SFAs should label these applications so they can be located when verification is completed. If you use ICAVES it will identify error prone applications in red.



Precedence of Direct Certification

- If children are determined eligible for free or reduced price meals through an application and subsequently are determined free through direct certification, the application should be:
 - Label "Became DC" and dated
 - Be filed in a separate location from applications that have not been found to be directly certified
- SFAs also need to be sure these children are changed to direct cert status in your Point of Sale (POS) system

If children are determined eligible for free or reduced price benefits through an application, and subsequently are determined free, through direct certification, the application must be disregarded, and the child will be considered directly certified. The date the application was disregarded must be indicated on the application along with a note that the household became directly certified. You can write "Became DC" on the application. The application must be kept on file but keep these applications in a separate folder and do not put with the approved applications. SFAs also need to be sure these children are changed to direct cert status in your point of sale (POS) system.



Notification of Free or Reduced Price Status

- Households must be notified of their eligibility status
 - Either in writing or verbally
 - May e-mail to the adult household member who signed the application



Households must be notified of their eligibility status after being determined eligible for free or reduced price meals. This can be done either in writing, verbally or you may e-mail to the adult household member who signed the application.

Notification of Free or Reduced Price Status

SAMPLE NOTIFICATION FORM
Insert school name, address here

Date _____

Dear _____

Your child(ren) _____

have been:

☐ **Approved for free meals because:**

- ☐ your household income was within the eligibility limits
- ☐ the child listed above is a foster child
- ☐ one or more of your children are enrolled in Food Assistance or FIP
- ☐ your child(ren) is/are homeless, migrant or runaway
- ☐ your child is enrolled in Head Start
- ☐ your child lives in a household where a member receives Food Assistance or FIP benefits and USDA allows those benefits to extend to your child

☐ **Approved for free meals because one or more of your children were directly certified automatically.**

Federal law allows us to receive information about your family's participation in the Food Assistance Program or the Family Investment Program (FIP) to determine free meal eligibility. No other information about your family has been shared. **Your child(ren) listed will not get free meal benefits automatically.** There is nothing you need to do. No further application is necessary. If you do NOT want your child(ren) to receive these automatic free meal benefits, you must inform us. Fill in the information on the other side of this form and return this form to the school within ten calendar days of the date on this letter if you DO NOT want your children to get free meals.

☐ **Approved for reduced price meals (\$ _____ for lunch, \$ _____ for breakfast and \$ _____ for snacks)**

This slide shows the Prototype Notification letter that can be used to notify the household that they have been approved for free meals because their household size was within the eligibility limits or Approved for reduced price.

Before we begin Module 4, we will take a 5 minute break



Module 4: Foster Children

- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals
 - This does not include informal arrangements outside of the court system
- Remember that you may find many of the foster children on the Direct Certification download

Modules 4, 5 and 6 will cover Other Source Categorically Eligible Programs, which include Foster, Head Start/ Even Start, Migrant, Homeless, Runaway, and Homeless student. We will start by talking about Foster children.

Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals. These children are formally placed with a relative or other caretaker by a court or State child welfare agency. This does not include informal arrangements outside of the court system.

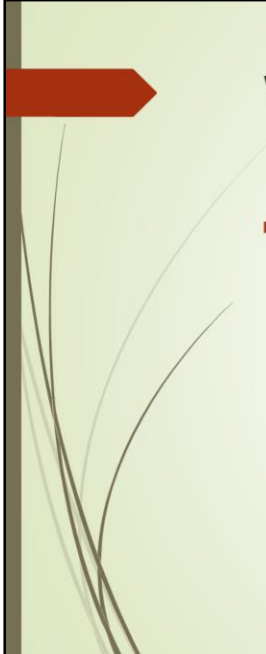
Remember that you may find many of the foster children on the Direct Certification download.



Foster Families

- A foster family may include the foster child on the same household application that includes their non-foster children
 - Do not need a separate application
- Eligibility does NOT transfer to other children in the household.

•A foster family may include the foster child on the same household application that includes their non-foster children if the child is placed through a formal arrangement by a court or State Welfare Agency. The household does not have to complete a separate application. Including the Foster children may help the household receive greater benefits for their non-foster children.



Where You May Find Foster Children

- A foster child may appear on:
 - The direct certification list,
 - Individual foster child application and/or
 - Foster family household application or
 - All 3

- A foster child may appear on the direct certification list, individual foster child application and/or a foster family household application or possibly all 3.
- One column on the direct certification list is Foster Care. If there is a one in this column the Foster Child automatically gets free meals and no application is needed.
- If a Foster Child is not on the direct cert list, they may be listed on an application by themselves with an indication in STEP 1 that they are a Foster child or they may be on an application with the other members of the household listed as well. A FOSTER child's categorically free status does NOT transfer to other children in the household, so the other children's eligibility would be determined based on household size and income. The advantage of a household including a Foster Child along with their other children is that the Foster Child is counted in with the total number of household members. If the household where the foster child resides applies for benefits for their non-foster children, then the foster child's personal income is considered.

Complete Foster Child Application

- Name of child or children
- Foster box checked
- Signature and date of adult completing the application

STEP 1 List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach supplemental worksheet.)

Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related." Children in Foster care and children who meet the definition of Homeless, Migrant or Runaway are eligible for free meals. Read How to Apply for Free and Reduced Price School Meals for more information.

Child's First Name	MI	Child's Last Name	Student?	Child's School	Grade	Homeless, Migrant, Runaway
			Yes No			Check if Not Applicable
			<input type="checkbox"/> <input type="checkbox"/>			<input type="checkbox"/> <input type="checkbox"/>
			<input type="checkbox"/> <input type="checkbox"/>			<input type="checkbox"/> <input type="checkbox"/>
			<input type="checkbox"/> <input type="checkbox"/>			<input type="checkbox"/> <input type="checkbox"/>
			<input type="checkbox"/> <input type="checkbox"/>			<input type="checkbox"/> <input type="checkbox"/>

An application submitted with a foster child status must have the following information.

Name of children

Foster Child Box Checked next to child's name

Signature and Date of the Adult completing the application

When an application is submitted for a child in foster care, a foster parent's indication on a signed application that the child is in foster care is a sufficient basis for certification for free meals without further documentation.

Module 5: Head Start/Even Start

- Children enrolled in federally-funded Head Start are considered categorically eligible for free meals or free milk
- Even Start enrollees who attend a federally funded program and have not yet entered kindergarten are categorically eligible



Children enrolled in federally-funded Head Start are considered categorically eligible for free meals or free milk. Even Start enrollees who attend a federally funded program and have not yet entered kindergarten are categorically eligible



Acceptable Documentation

- Acceptable documentation, in lieu of an application includes:
 - Statement of a child's enrollment in Head Start or Even Start or
 - List of children enrolled in Head Start or Even Start
- A parent cannot declare that a child is in one of these programs
- Eligibility does not transfer to other household members if not enrolled in Head Start/Even Start

Acceptable documentation, in lieu of an application includes:

Statement of a child's enrollment in Head Start or Even Start or

List of children enrolled in Head Start or Even Start

A parent cannot declare that a child is in one of these programs. The parent writing Head Start on the application does NOT make the child eligible and eligibility does not transfer to other household members if not enrolled in Head Start/Even Start. This is why there is no place on the application for households to identify that a child is in Head Start or Even start.

Documentation Example

Des Moines Area Head Start Agency

Revised: 8/2011
Only for your use

Instructions: List only children who meet categorical eligibility for free meals because they are enrolled in Head Start and meet all other criteria. Complete one form for each center. Use additional forms if more space is required. File this form with your other CACFP free and reduced-price meal applications for the center. If a child transfers to another Head Start center under these criteria, enter the ending date and the center name where the child will attend after transferring. Enter the child's name on header new Even Start data list. This list is to be maintained for the full year (October 1-September 30).

	Child's Name (Last, First)	Beginning Date	Ending Date	Center Name
1	ADAMS, JESSIE	7/15/2013	7/14/2014	EAST SIDE UNIT HEAD START
2	CARSON, ARRY	7/15/2013	7/14/2014	WEST SIDE UNIT HEAD START
3	PERKINS, ALISH	7/15/2013	7/14/2014	CENTRAL UNIT HEAD START
4	SMITH, DARY	7/15/2013	7/14/2014	SOUTH UNIT HEAD START
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

Important Statement: (2011) For the Des Moines Area Agency, eligible children under the free meal guidelines because they are enrolled in the Head Start Program and meet the income criteria. (Further) only the agency Head Start employees authorized to provide certification for categorical eligibility to the agency Head Start.

Andrea Anderson | Signature Date: _____ Title: _____
Signature of authorized Head Start employee Date

This slide shows an example of acceptable documentation of children who are in Head Start or Even Start.

Module 6: Migrant/Homeless/Runaway Students

STEP 1 List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach the supplemental worksheet.)

Child's First Name	MI	Child's Last Name	Student?	Child's School	Grade	Other Source Category
			Yes	No		
			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related." Children in Foster care and children who meet the definition of Homeless, Migrant or Runaway are eligible for free meals. Please check for Apply for Free and Reduced Price School Meals for more information.

Other Source Category: ☐ Other Source Category ☐ Other Source Category ☐ Other Source Category

- A child's migrant, homeless or runaway status may be indicated on the application
- Status **must be confirmed** before free benefits are provided

In module 6 we will discuss children who meet the definition of homeless, runaway or migrant, as these children are eligible for free meals. A child's migrant, homeless or runaway status may be indicated on the application in STEP 1. The status must be confirmed before free benefits are provided. These students are considered to be Other Source Categorically Eligible households.



Migrant Students

- A child is considered categorically eligible if the child is identified as meeting the definition of migrant
- In the past the Migrant Education Coordinator had to complete a Certificate of Eligibility and send this to the State Migrant Education Program (MEP) Liaison-Susan Selby 515-281-4732
- Cannot be by parent declaration

A child is considered categorically eligible if the child is identified as meeting the definition of migrant

Eligibility for migrant status is based on the parents employment as a migrant. In order to claim the child as categorically eligible for free meals due to Migrant Status- it must be approved by the state- it is NOT by parent declaration.

In the past Migrant coordinators were required to check with the Department of Education liaison –Susan Selby- to verify migrant status.



Migrant List

- Starting SY2015-2016 SFAs were able to obtain a list of children who are identified as migrant
- Migrant button has been added to the choices you find when you are getting your direct certification list
- The categorical migrant status does **NOT** transfer to other children in the household unless they have been declared as having migrant status.

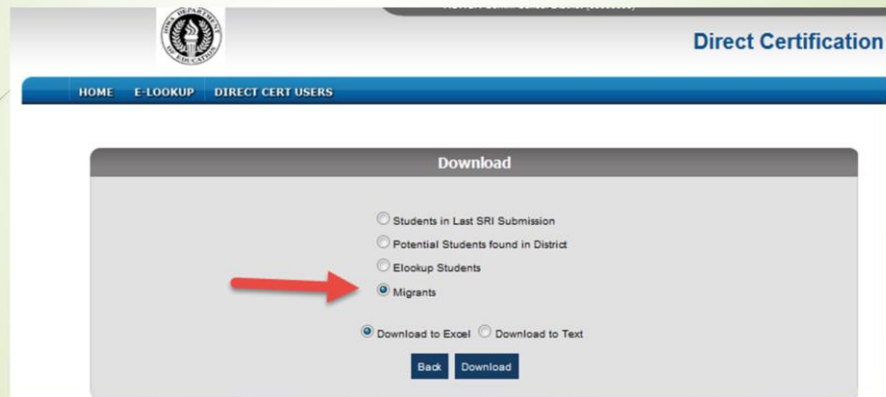
Starting SY2015-2016 SFAs were able to obtain a list of children who are identified as migrant from the portal. A migrant button is one of the choices you find when you are getting your direct certification lists.

The data base is from the certificates of eligibility the migrant official at the DE approves.

The categorical migrant status does NOT transfer to other children in the household unless they have been declared as having migrant status.

Also, for verification these students will be counted as students directly certified through other programs, along with FIP, runaway, foster and Head Start.

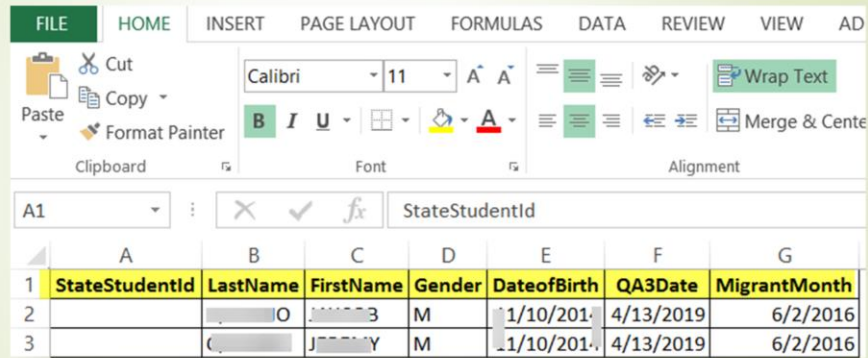
Migrant Button



The screenshot shows the 'Direct Certification' portal interface. At the top, there is a header with the Georgia Department of Education logo and the text 'Direct Certification'. Below this is a navigation bar with links: 'HOME', 'E-LOOKUP', and 'DIRECT CERT USERS'. The main content area is titled 'Download' and contains a list of radio buttons for selecting data sources: 'Students in Last SRI Submission', 'Potential Students found in District', 'Elookup Students', and 'Migrants'. A red arrow points to the 'Migrants' option. Below the list, there are two radio buttons for the download format: 'Download to Excel' (selected) and 'Download to Text'. At the bottom of the form are two buttons: 'Back' and 'Download'.

This slide shows the Migrant button on the portal.

Migrant Spreadsheet



	A	B	C	D	E	F	G
1	StateStudentId	LastName	FirstName	Gender	DateofBirth	QA3Date	MigrantMonth
2		IO	JENNIFER	M	1/10/2011	4/13/2019	6/2/2016
3		CO	JENNIFER	M	1/10/2011	4/13/2019	6/2/2016

Here is a screen shot of the columns that will show up on the Migrant spreadsheet. The column labeled QA3 Date is the last day of migrant eligibility for the student, assuming they stay in the current school district. You should not discontinue free meal benefits on this date however due to year-long duration of eligibility and the 30 day carryover.

SFAs must attempt to obtain migrant status prior to a household completing an application. Once a determination is made, the SFA must notify the household as soon as possible of the child's eligibility for free benefits.

If an application is submitted on behalf of the child it would be noted on the application that the child was found on the migrant list and dated. This application should be disregarded unless there are other children listed on the application who are not migrant. Then the SFA would process the application to determine eligibility for the other children listed on the application.

Homeless/Runaway Students

- Each district should have a Homeless Liaison
 - Homeless Liaison must provide a letter or list with:
 - Name of child or a list of names
 - Effective dates
 - Signature of the LEA liaison or official of the homeless shelter
- Sandy Johnson-State Homeless Education Contact
 - 515-281-3965

Each district should have a homeless liaison. In small districts, the homeless liaison tends to be the superintendent or a principal. The homeless liaison can document a child's homeless or runaway status through an application, or through a letter or list of all students meeting the criteria of homelessness or runaway status. The circumstances that may qualify children as homeless are listed on page 42 of the eligibility manual.

If a letter or list is used it must contain:


Name of child or a list of names of residents

Effective date(s)

Signature of liaison or director of the homeless shelter

An example of when a list would be used would be when group of children are residing in or are evacuated from a disaster area.

If an SFA does not have a homeless liaison, you can use documentation of a student's homeless or runaway status from shelter directors or a public school liaison or contact the State Homeless contact to determine a child's eligibility for free meals. The State Homeless Education contact is Sandy Johnson who can be reached at the phone number listed on the screen.



Homeless/Runaway Students Continued

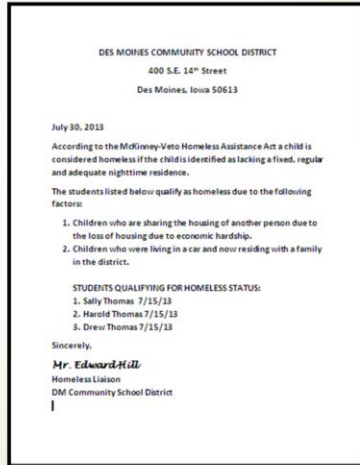
- Homeless child has year long eligibility plus the thirty day carryover
- If residing with another family applying for benefits, the homeless child's name can be included on their application, so the child may appear on two applications
- CATEGORICAL ELIGIBILITY- DOES NOT TRANSFER TO OTHER CHILDREN IN HOUSEHOLD

Homeless and runaway children remain eligible for free meals for the duration of the current school year, and up to 30 operating days in the next year, regardless of where they are living.

If the homeless or runaway child is residing with another family applying for benefits, the homeless child's name can be included on their application, so the child may appear on two applications. The family must include any financial support for the household provided by the homeless family.

PLEASE NOTE that the categorical eligibility for a homeless child(ren) does NOT transfer to other non-homeless children in the household. Only the homeless children are considered categorically eligible for FREE meals.

Example of Letter for Homeless and Runaway Students



This is an example of a homeless/runaway letter. The letter declaring homeless and runaway status must contain the required information:

Name of child

Effective date(s)

Signature of liaison or official of the homeless shelter

Notification

04/16

SAMPLE NOTIFICATION FORM
Insert school name, address here

Date, _____

Dear _____

Your child(ren) _____

have been:

☐ **Approved for free meals because:**

- ☐ your household income was within the eligibility limits
- ☐ the child listed above is a foster child
- ☐ one or more of your children are enrolled in Food Assistance or FIP
- ☐ your child(ren) is/are homeless, migrant or runaway
- ☐ your child is enrolled in Head Start
- ☐ your child lives in a household where a member receives Food Assistance or FIP benefits and USDA allows those benefits to extend to your child


Upon approving foster, migrant, runaway, homeless and Head Start/Even Start children for free meal benefits, notification must be sent to the household. The slide shows the State Agency prototype notification section that could be used for these situations.



Year-long Eligibility

- Because of year-long duration of eligibility, households are not required to report changes in their categorical eligibility status
 - May voluntarily report a change
 - If change reduces or terminates benefits, must explain that the change does not have to go into effect
 - If the household wants the change to go into effect, must provide a notice of adverse action

Because of year-long duration of eligibility, households are not required to report changes in their categorical eligibility status. However they may voluntarily report a change. If the change reduces or terminates benefits, the SFA must explain that the change does not have to go into effect. If the household wants the change to go into effect, the SFA must provide a notice of adverse action. A copy of the notice should be kept and attached to the application if there was one completed.



Residential Child Care Institution (RCCI) Residents

- Eligibility may be determined in one of two ways:
 - Individual Application
 - Name of Child
 - School Attending and Grade
 - Income (if any)
 - Signature of the Head of the Institution
 - RCCI residents are considered to be a household of one

A Residential Child Care Institution (RCCI) may choose one of two ways to determine the eligibility of a residential child. They may choose to complete individual applications for each RCCI resident. The RCCI residents are considered a household of one.

The individual application must list the following:

Name of Child

School Attending

Grade

Income (if any)

Signature of the head of the institution



RCCI Resident Roster

- Roster method can be used for residential children
- Roster Information includes:
 - Dates of services- Entry and Exit dates
 - Name of Child
 - Child Birth Date
 - Childs personal income- usually zero
 - Official's Title & Contact Information

The second method that can be used to determine the eligibility of a RCCI resident is utilizing the roster method. Roster Information includes:

- Dates of services- Entry and Exit dates
- Name of Child
- Child Birth Date
- Childs personal income- usually zero
- Official's Title & Contact Information

IowaCNP RCCI Section

NSLP204	RCCI - Part 5 - Application for Free & Reduced Price Meals-Residents	05/26/2016
NSLP205	RCCI- Part 6 - Eligibility Roster-Residents	05/26/2016

The RCCI Application and roster for Residents are forms NSLP204 and the roster is NSLP205.

RCCI-Day Students



Definition:

A child who attends but does not reside in an institution is considered a member of the household in which he/she resides

- An RCCI Day Student must submit a household application if not on the direct certification list to determine free or reduced price eligibility

Now we will address RCCI day students. The definition of an RCCI Day Student is:
A child who attends but does not reside in an institution and is considered a member of the household in which he/she resides.

An RCCI Day Student must submit a household application if they are not on the direct certification list to determine free or reduced price eligibility. The RCCI may find the day student by using Elookup.

Adult Signature



■ STEP 4

- Contains the attesting statement to certify that :
 - The person signing is furnishing true information
 - SFA may verify the information
 - Deliberate misrepresentation may subject the applicant to prosecution
- All applications must have the signature of the adult completing the application
 - If missing, is considered incomplete

We have not covered that a student may be on an application if the household writes in a case number, or if they report their income and if a child is foster, homeless, migrant or runaway. In all of these cases, When the an application is completed, STEP 4 should be completed by the adult completing the application.

STEP 4 contains the attesting statement to certify that :

The person signing is furnishing true information

SFA may verify the information

Deliberate misrepresentation may subject the applicant to prosecution

All applications must have the signature of the adult completing the application

If the signature is missing, the application is considered incomplete. SFAs need to contact the household and have them come sign the application. The signature cannot be added by a school official.

Contact Information

- Application asks for:
 - Street Address
 - City, State and Zip Code
 - Daytime phone

STEP 4 Contact Information and Adult Signature

I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.

Street Address (if available)		Apt. #	City	State	Zip	Daytime Phone (optional)	Email (optional)
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Printed name of adult completing the form				Signature of adult completing the form		Today's date	
<input type="text"/>				<input type="text"/>		<input type="text"/>	

In STEP 4 the Application also asks for contact information. Households should be encouraged to provide this information so that the SFA is able to inform the household of their determined eligibility status.

For Administrative Use Only

DO NOT WRITE BELOW THIS LINE. FOR ADMINISTRATIVE USE ONLY.

Annual income conversion: Weekly x 52, Bi-Weekly x 26, 2 Times per Month x 24, Monthly x 12
 Household Income: \$ _____
 Application Approved: ☐ Income ☐ Foster Child ☐ FIP/Food Assistance ☐ Head Start (documentation required) ☐ Homeless/Migrant/Runaway-Local Official Documentation Required
 Eligibility Determination: ☐ Free ☐ Reduced ☐ Free Milk ☐ Application Denied ☐ Incomplete ☐ Over income limits

Determining Official _____ Effective Date _____ Confirming Official _____ Date _____ Follow-up Signature _____ Date _____

The official will fill in the following:

1. The total household income
2. The approval frequency
3. The household size
4. How approval was determined
5. The eligibility determination
6. Sign/Date

This section is used during
Verification or for
Independent Review of
Applications

REQUIRED

At the bottom of the front page of the application, you will find the “For Administrative Use Only” section. The For Administrative Use Only is to be completed by the Determining Official.

The official will review Steps 1-4 of the application and mark the following:

1. The total household income, the approval frequency and the household size if applicable-be sure to compare the household size you get vs. what the household reported in Step 3 for Total Household Members.
2. How approval was determined. Was it based on income, Foster Child, FIP/FA, Head Start or the Student is Homeless/Migrant/Runaway.
3. The eligibility determination-Free, Reduced or if denied was it because the application was incomplete or because the household’s income was over the income limits.
4. Sign/Date – The individual who actually does the determining should be the one that signs here.

NOTE:

The Confirming Official and Follow-up Official signatures are used for Verification unless you are required to do an Independent Review of Free and Reduced Price Applications, which we will cover next.

Also, it is helpful to attach any documentation used to determine eligibility if there is any.



Denied Household Notification of Eligibility Determination

- Households with children who are DENIED benefits MUST be given WRITTEN notification
- The notification must advise the household of:
 - Reason for denial
 - Right to appeal
 - Instructions on how to appeal
 - Statement that the family may reapply for free or reduced price benefits at any time during the school year

Households with children who are DENIED benefits MUST be given WRITTEN notification

The notification must advise the household of:

Reason for denial

Right to appeal

Instructions on how to appeal

Statement that the family may reapply for free or reduced price benefits at any time during the school year

Determining officials must record the eligibility determination on the application. This should include:

The denial date-which would be the date the determining official dates the application.

Reason for denial

Date the denial notice was sent

Signature of the determining official

Notification

☐ **Denied because**

☐ your income is over the allowable amount

☐ your application was incomplete because _____.

If you do not agree with the decision, you may discuss it with the school. If you wish to review the decision further, you have a right to a fair hearing. This can be done by calling or writing the following official:

NAME _____ Phone _____

ADDRESS _____

You may reapply for benefits at any time during the school year. If you are not eligible now but have a decrease in household income, become unemployed, or have an increase in family size, fill out an application at that time.

This slide shows the section of the State Agency prototype notification letter that would be used if a household is denied benefits.



Benefits During an Appeal

- Must continue to provide the benefits for which the child was originally approved, until a final determination is made
- LEA may continue to claim reimbursement at that level during this period
- When a household does not request an appeal, benefits must be reduced or terminated no later than 10 operating days after the notice period.

When a household appeals a reduction or termination of benefits or a denial of benefits within the 10 calendar days, the LEA must continue to provide the benefits for which the child was originally approved, until a final determination is made. The LEA may
Continue to claim reimbursement at that level during this period.

When a household does not request an appeal during the 10 calendar day advance notice period, benefits must be reduced or terminated no later than 10 operating days after the notice period.



Benefit Ruling

- If the hearing official rules that benefits must be reduced, the actual reduction or termination must take place no later than 10 operating days after the hearing official's decision

Once the hearing is held and if the hearing official rules that benefits must be reduced, the actual reduction or termination must take place no later than 10 operating days after the hearing official's decision



Notification Not Required

- If a household fails to reapply during the carryover period it is not considered a denial of benefits for the current school year and notification is **NOT** required

If a household fails to reapply during the carryover period it is not considered a denial of benefits for the current school year and notification is NOT required



Implementing Meal Benefits

- It is common practice for students meal benefits to begin on the date the household application is approved.
- The Eligibility Manual for School Meals provides that the determination, notification, and implementation of free or reduced price meal status be made within **10** operating days from the date the application is received by the LEA.

It is common practice for students meal benefits to begin on the date the household application is approved.

The Eligibility Manual for School Meals provides that the determination, notification, and implementation of free or reduced price meal status be made within 10 operating days from the date the application is received by the LEA.



Flexibility

- The Richard B. Russell National School Lunch Act states that a child in a household meeting the income limits “at the time the application is submitted... shall be served a free lunch
- Therefore, if the LEA chooses, it could establish the date of submission of an application as the effective date of eligibility
- This flexibility applies to eligibility determinations made through the application process only

The Richard B. Russell National School Lunch Act states that a child in a household meeting the income limits “at the time the application is submitted... shall be served a free lunch

Therefore, if the LEA chooses, it could establish the date of submission of an application as the effective date of eligibility.

This flexibility applies to eligibility determinations made through the application process only.



Flexibility

- Must do for all students in all participating schools and programs
- Applies to eligibility determinations made through the application process only
- Only applies to complete applications containing all required information at the time of submission

If a SFA chooses this flexibility they must do this for all students in all participating schools and programs.

Applies to eligibility determinations made through the application process only.

Only applies to complete applications containing all required information at the time of submission

Independent Review of Applications

- The Healthy, Hunger-Free Kids Act (HHFKA) included several provisions aimed at helping increase the effectiveness and integrity in Child Nutrition Programs
- Requires that certain LEAs conduct a second review of applications for free and reduced price meal benefits before eligibility determinations are made



The Healthy, Hunger-Free Kids Act (HHFKA) included several provisions aimed at helping increase the effectiveness and integrity in Child Nutrition Programs. The act requires that certain LEAs conduct a second review of applications for free and reduced price meal benefits before eligibility determinations are made.



LEA Selection:

- LEAs that demonstrated a high level of administrative error associated with certification must conduct a second review of applications
- The State Agency uses the following criteria for selecting LEAs:
 - All LEAs with **8%** or more certification/benefit issuance error found during an administrative review

LEAs that demonstrated a high level of administrative error associated with certification must conduct a second review of applications.

The State Agency uses the following criteria for selecting LEAs:

All LEAs with 8% or more certification/benefit issuance error found during an administrative review will be required to do a second review.

Certification/benefit issuance errors that are included in calculating the 8% are:

- missing social security number
- missing adult signature
- wrong eligibility status determined

From school year 2014 to school year 2015 the State Agency saw an increase in the number of SFAs who were required to do an independent review of applications. To try to get this number down, we encourage SFAs to have a second person look at the applications to be sure they are complete and that they are determined correctly. One error we see a lot is missing social security numbers. Please take the time to be sure all applications based on household size and income have a social security number or an indication of the household not having one.



Selected LEA Notification

- State Agency must notify selected LEAs before the beginning of the school year in which they are required to conduct the second review



The State Agency must notify selected LEAs before the beginning of the school year in which they are required to conduct the second review.

If you had an administrative review this past year and had 8% or more benefit issuance errors you would have been informed already.



Who Conducts the Second Review?

- The second review must be conducted by an entity that did not make the original eligibility determination
- This Individual or entity is not required to be an employee of the LEA but must be trained on how to make application determinations

The second review must be conducted by an entity that did not make the original eligibility determination.

This individual or entity is not required to be an employee of the LEA but must be trained on how to make application determinations.

The second review must determine whether the application is complete with:

- *Signature of adult household member
- *Last four digits of a social security number or an indication of none
- *Names of all household members, including the children for whom the application is made and
- *Income amount received by each adult household member, identified by the individual who receives it and a total amount of income received by the children in the household.

Timeframes

- A second review of an application must be done before the household is notified of eligibility
- LEAs are required to notify households of the child's eligibility determination within **10** operating days of receiving the application so plan accordingly



A second review of an application must be done before the household is notified of eligibility and must not result in the delay of an eligibility determination.

LEAs are still required to notify households of the child's eligibility determination within 10 operating days of receiving the application.



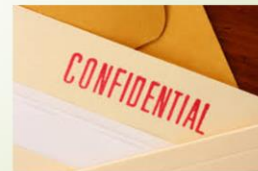
Duration of Second Review

- Selected LEAs must conduct a second review of all applications annually until LEA provides documentation that demonstrates to the satisfaction of the State agency that no more than **5%** of reviewed applications required a change in eligibility determinations
- The information reported to the State Agency must be submitted by October 31st

Selected LEAs must conduct a second review of all applications annually until LEA provides documentation demonstrating to the satisfaction of the State agency that no more than 5% of reviewed applications required a change in eligibility determinations. The information reported to the State Agency must be submitted by October 31st

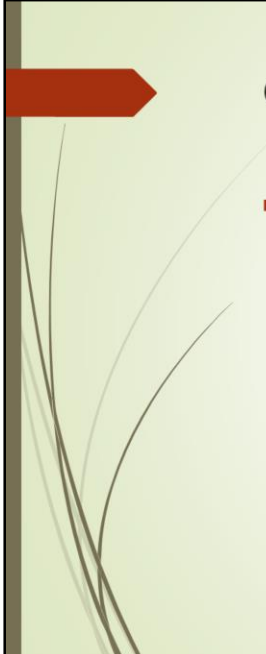
Module 7: Confidentiality and Disclosure

- What Can I Disclose?
 - Children's free and reduced price meal eligibility information to programs, activities and individuals that are specifically authorized access under the National School Lunch Act
 - See the chart on page 83 of the Eligibility Manual



Module 7 will address confidentiality and disclosure. So you may ask, what Can I Disclose?


Children's free and reduced price meal eligibility information can be disclosed to programs, activities and individuals that are specifically authorized access under the National School Lunch Act. See the chart of page 83 of the Eligibility Manual for a list of the ways in which information can be shared with other program or if the LEA can be authorized to share specific information. The chart lists the programs and what permissions must be obtained prior to the sharing of free and reduced priced information.



Q and As

- In January 2016, the State Agency developed additional guidelines which can be found at:
 - <https://www.educateiowa.gov/sites/files/ed/documents/FR%20Individual%20data%20disclosure%20Q%20%20A%20v2.pdf>.

In January of 2016, the State Agency developed additional guidelines to supplement those in the Eligibility Manual. These Q and A guidelines can be found on the web site listed on this slide.



Information Sharing Between Child Nutrition Programs (CNP's)

- Information about a child's eligibility status may be shared between CNP's without a specific waiver from the household
- If the receiving LEA gets a copy of the application, it must be checked for accuracy and corrected if in error. If they receive a letter or list, they are not responsible for errors



Information about a child's eligibility status may be shared between CNP's without a specific waiver from the household.

If the receiving LEA gets a copy of the application, it must be checked for accuracy and correct if in error. If they receive a letter or list, they are not responsible for errors.



How is Information Shared?

- Copy of the application
- Do not send an entire list of children
- If a student transfers out of your district
 - Keep the application on file
 - Do not throw away

The information can be shared by providing a copy of the application. The requesting CNP must be specific about the children they want to have checked. LEAs cannot send a list of practically all enrolled children. Just remember if someone transfers out of your District, please do not throw away the application. You must save all your applications and documentation for 3 years plus the current year.



Uses of Information

- Information provided by families is to be used ONLY for determining free or reduced price meal eligibility
- If disclosing eligibility for any other reason, LEA must notify households of this potential disclosure
- In some cases, you must seek permission to disclose the information

Information provided by families is to be used ONLY for determining free or reduced price meal eligibility.

If disclosing eligibility for any other reason, LEA must notify households of this potential disclosure.

In some cases, you must seek permission to disclose the information.

Written Consent

- Written consent must be obtained from the parent or guardian to use the information provided on the application for waiving student fees such as:
 - Book fees
 - Band fees
 - Drivers Education fees
 - Must obtain consent each school year



Written consent must be obtained from the parent or guardian to use the information provided on the application for waiving student fees such as:

- Book fees
- Band fees
- Drivers Education fees
- SFAs must obtain consent each school year

Fee Waiver

- State Agency Prototype available on IowaCNP

WAIVER STATEMENT

If your child(ren) qualifies for free or reduced price meals, you may also be eligible for other benefits. One of these benefits is **(must be specific-eg, book fees, band fees, drivers education)**. If you sign this waiver, your child(ren) will be considered for a full or partial waiver of **(list your specific fees)**. I understand that I will be releasing information that will show that I applied for free and reduced price school meals for my child(ren). I give up my rights to confidentiality for waiver of school fees ONLY.

I certify that I am the parent/guardian of the child(ren) for whom application is being made.

Signature of Parent/guardian _____ Date _____

YOU DO NOT HAVE TO COMPLETE THIS WAIVER TO GET FREE OR REDUCED PRICE SCHOOL MEALS.

There is a State Agency waiver statement Prototype available on IowaCNP for schools to use.



Specific Fees

- We encourage that the specific fees to be waived are listed in the waiver statement
- If the waiver uses a broad term such as school fees, then all fees charged to students must be waived
 - This waiver would not allow using student eligibility status for programs such as the Back Pack Program, Shop with a Cop, etc.
 - SFAs would need separate consent from the parent or guardian for these programs

We encourage that the specific fees to be waived are listed in the waiver statement
If the waiver uses a broad term such as school fees, then all fees charged to students must be waived

This waiver would not allow using student eligibility status for programs such as the Back Pack Program, Shop with a Cop, etc.

SFAs would need separate consent from the parent or guardian for these programs



Waiver Space

- Provided on the Supplemental Worksheet
 - Is with the application
- Provided on the Prototype Notification Letter
 - SFAs must have a method for directly certified households to consent to their information being used to waive fees

Space is located on the Supplemental Worksheet that is with the 2016-2017 application for a waiver statement. This is voluntary. Schools are not required to use the box for their waivers. The State Agency also provides a space for a waiver statement on the prototype notification letter so that directly certified households who do not complete an application have the opportunity to consent to their free or reduced price status being used to waive fees.

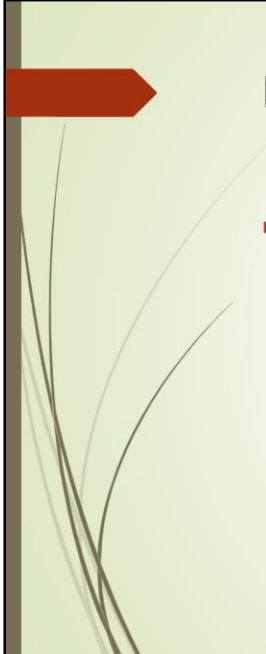
SFAs need to be sure that they have a method for directly certified households to consent to their information being used to waive fees. We recommend that it be on the notification letter.

Module 8: *hawk-i*

- *hawk-i* is low cost health insurance for children
- Law requires public schools to share free and reduced price meal eligibility information with hawk-I
- Private schools, RCCIs and childcare organizations may choose to share this information
 - Provide children's names, parent's name and address



Moving on to Module 8, we will discuss *hawk-i*. *hawk-i* is low cost health insurance for children. The law requires public schools to share free and reduced price meal eligibility information with hawk-I so that *hawk-i* staff can contact these households. Private schools, RCCIs and childcare organizations may choose to share this information. Specifically, SFAs provide children's names, parent's name and the address of the household.



Declining *hawk-i*

- Households are not required to allow SFAs to share this information
 - If a household does not want their information shared they must inform the SFA
 - Back of application provides this opportunity for households applying through an application
 - Directly certified households also need to provided this opportunity
 - Include in the notification sent to the households

Households are not required to allow SFAs to share this information

If a household does not want their information shared they must inform the SFA. The back of application provides this opportunity for households applying through an application. Directly certified households also need to provided this opportunity. It is often included in the notification sent to the directly certified households since they do not complete an application.



Notification of Potential Disclosure

- **hawk-i** statement must include that:
 - They are not required to consent to the disclosure
 - The information will be used to facilitate the enrollment of eligible children in **hawk-i**
 - Their decision will not affect their children's eligibility for free and reduced price meals or free milk
 - Their signature indicates they do not want their information shared with **hawk-i**

At a minimum, the **hawk-i** statement must include that the household is :

They are not required to consent to the disclosure, that the information will be used to facilitate the enrollment of eligible children in **hawk-i**, **that** their decision will not affect their children's eligibility for free and reduced price meals or free milk and that their signature indicates they do not want their information shared with **hawk-i**

Note that it is written in the 'passive' tense: if families DO NOT fill it out, they are giving consent for the school to share their names.

State Agency Wording

- The State Agency prototype application and the prototype notification letter has the information shown below

Low-Cost Health Insurance for Children

If your children do not have health insurance, many families getting free or reduced price meals can also get free or low-cost health insurance for their children. The law requires public schools to share your free and reduced price meal eligibility information with Medicaid & **hawk-i**, the State's medical insurance program for children. Private schools, RCCs and childcare organizations may choose to share this information. Specifically, we will give them your child's name, your name & address. Medicaid & **hawk-i** can only use the information to identify children who may be eligible for free or low-cost health insurance and contact you. They are not allowed to use the information from your free and reduced meal application for any other purpose or to share it with any other entity or program. You are not required to allow us to share this information, it will not affect your child's eligibility for free or reduced price meals. If you do NOT want your information shared with Medicaid or **hawk-i**, you must tell us by completing the information below. If you want further information, you may call **hawk-i** at 1-800-257-8563. Also, if you are already receiving Medicaid or **hawk-i**, please sign below. This will avoid another contact.

My signature below indicates I DO NOT want school officials to share information from my free and reduced price meal application with Medicaid or **hawk-i**.

Parent/Guardian Name (Printed) _____ Signature _____ Date _____

This slide shows the wording of the hawk-i information that is used on the application and on the notification letter. Notice that the parent must sign if they do not want their information shared with hawk-i.



hawk-i Parent Signatures

- When handing out income applications in person, call attention to the signature area for *hawk-i*
- Remind parents to sign the form if:
 - Their children are already covered by ***hawk-i***
 - They have other insurance on their children
 - Their children receive Medicaid or Title XIX coverage
 - They do not want to be contacted

When handing out income applications in person, call attention to the signature area for *hawk-i*.

Remind parents to sign the form if:

Their children are already covered by *hawk-i*

They have other insurance on their children

Their children receive Medicaid or Title XIX coverage

They do not want to be contacted

A presentation slide with a light green background. On the left, there is a dark red arrow pointing right and some faint, thin, curved lines. The title 'hawk-i Reporting' is in a dark grey font. Below the title is a bulleted list of instructions. The text 'RED TAB, SCHOOLS' is in red, and the website 'www.hawk-i.org' is in blue. The slide is enclosed in a thin black border.

hawk-i Reporting

- Reporting site will be available August 1st
- Complete upload by **January 27, 2017**
- Excel form for reporting is at their website: www.hawk-i.org
- Click on **RED TAB, SCHOOLS** In upper right hand corner, follow directions
 - No passwords required
 - Excel sheet is in same format as previous year
 - You will be able to see what you are sending

Instructions are also available on IowaCNP

SFAs should report to hawk-i the information for households who did not sign as soon as possible. The Hawk-i reporting site becomes available August 1st of each school year and needs to be completed by **January 27, 2017**. We hope you will compile your information and send it in as soon as possible for the current school year so that the families can take advantage of the low cost insurance.

There is an Excel form for reporting on their website: www.hawk-i.org. Please use the excel spreadsheet that hawk-i provides because then they can mail merge the lists.

When reporting you will click on **RED TAB, SCHOOLS** in the upper right hand corner, and follow the directions

No passwords are required

Excel sheet is in the same format as previous years

You will be able to see what you are sending

There are instructions on IowaCNP under Download Forms. It is form NSLP100 which will help you in submitting the household's information to **hawk-i**.



Communicating with *hawk-i*

- Provide your school name, number, person's name who is submitting information, and their email address – *hawk-i* will communicate directly with you
- If you have questions about this process contact: Deb Linderblood at the Bureau- deb.linderblood@iowa.gov or 515-281-5663

When communicating with hawk-I you will provide your school name, number, person's name who is submitting information, and their email address – *hawk-i* will communicate directly with you

If you have questions about this process contact: Deb Linderblood at the Bureau- deb.linderblood@iowa.gov or 515-281-5663

Poster



- <https://www.educateiowa.gov/pk-12/nutrition-programs/school-nutrition/income-eligibility-and-verification>

LEAs should post the hawk-i poster in their schools.

Poster can be downloaded from the DE website address listed on this slide:



Module 9: Record Keeping

- Records must be kept on file for a minimum of three years after the final claim is submitted for the fiscal year
 - Free and reduced applications
 - Denied applications
 - Inactive applications
 - Notice of adverse action (if show changes made to eligibility status)
 - Applications that were disregarded because became directly certified (date of disregard must be documented)
 - Documentation for direct certification

Records must be kept on file for a minimum of three years after the final claim is submitted for the fiscal year. SFAs should keep:

Free and reduced applications

Denied applications

Inactive applications

Notice of adverse action (if show changes made to eligibility status)

Applications that were disregarded because became directly certified (date of disregard must be documented)

Documentation for direct certification

If the SFA has an audit and if audit findings have not been resolved, applications must be retained as long as required for resolution of the issues raised by the audit.



Tracking Eligibility

- ALL LEAs must develop a method of tracking eligibility
- The tracking method should include how the student was determined to be eligible and the date of the determination
- If the eligibility was through extended eligibility from a sibling, adult or household – A note should be made documenting who extended the eligibility

ALL LEAs must develop a method of tracking eligibility

The tracking method should include how the student was determined to be eligible and the date of the determination

If the eligibility was through extended eligibility from a sibling, adult or household – A note should be made documenting who extended the eligibility

It is important to remember that if you find students on the Direct Certification list, potential list or on Elookup they are considered to be Directly Certified.

If you have an application for them, it should be pulled and placed in a separate file so that you do not count them as an application when completing Verification.

Record Retention

- Applications may be kept
 - At the school
 - At the LEA
 - At a central location
 - Must be readily retrievable



Applications may be kept

At the school

At the LEA

At a central location

Must be readily retrievable

Module 10: Verification Procedures

- Two Types of Verification
 - Verification for Cause
 - Annual Verification



Module 10 will be a brief overview of verification. There are two types of Verification. One is Verification for cause and the other is the Annual Verification Process. Verification is the confirmation of eligibility for free and reduced price meals. Verification is only required when eligibility is determined through the application process, not through Direct Certification.



Verification for Cause

- FNS supports the use of verification for cause where appropriate as a method for LEAs to address integrity concerns
- LEAS are encouraged to contact the household to clarify information before certifying the application and proceeding with verification for cause
- Use if there is questionable information or information not supported by other known facts

FNS supports the use of verification for cause where appropriate as a method for LEAs to address integrity concerns.

LEAS are encouraged to contact the household to clarify information before certifying the application and prior to proceeding with verification for cause. However SFAs should verify for cause if there is questionable information or information not supported by other known facts



Questionable Applications

- An application may be verified at any time during the school year after it has been approved (LEA is not allowed to delay approval if approvable)
- Verification done for cause is in addition to the required sample and is not included in the reporting sample
- One question in regard to Verification for Cause on the Verification Report
 - Identify applications that were verified for cause

The LEA has an obligation to verify all questionable applications, which is called verification for cause. An application may be verified at any time during the school year after it has been approved. The LEA is not allowed to delay approval if the application is approvable).

Verification done for cause is in addition to the required sample and is not included in the reporting sample.

SFAs will want to flag applications which were verified for cause as there is one question on the Verification Report where you record these.

When verifying for cause, approve the application at face value. You then send a Notification of Selection to the household because of conflicting information. The household then needs to respond just like regular verification. If they do not respond you follow normal verification procedures.

Annual Verification

- Each LEA must annually verify eligibility of children from a sample of household applications
- Sample size is based on the October 1 sample pool
- The sample size determines how many applications are verified.



Each LEA must annually verify eligibility of children from a sample of household applications

The sample size is based on the October 1 sample pool.

The sample size determines how many applications are verified.



Important Dates – Mark Your Calendar!

- October 1, 2016 (Saturday so use October 3rd)
 - Verification sample size determined
- November 15, 2016 (Tuesday)
 - Verification process must be completed
- November 2, 2016 (Monday)
 - Verification Collection report available on IowaCNP system
- December 19, 2016 (Monday)
 - Verification Collection Report due

October 1, 2016 (Saturday so use October 3rd)

Verification sample size determined

November 15, 2016 (Tuesday)

Verification process must be completed

November 2, 2016 (Monday)

Verification Collection report available on IowaCNP system

December 19, 2016 (Monday)

- Verification Collection Report due



Verification Forms

- Are on IowaCNP under Download Forms
- Prototype III: We Must Check Your Application
- Prototype VI: We Have Checked Your Application

The forms used for verification are on IowaCNP.

Prototype III: We Must Check Your Application

Prototype VI: We Have Checked Your Application

These two forms are used when you are verifying for cause and also for the annual verification process.



Sort

- Sort all students/applications on file as of October 1st into 6 categories:
 1. Categorically free based Direct Cert. Food Assistance (SNAP)
 2. Free Categorical eligibility based on FIP, FDPIR, foster, homeless, runaway or migrant children, Head Start, Even Start students on an official roster
 3. Free Categorical eligible based on Free Lunch Letter (SNAP) submission

When completing the verification process you will sort all student/applications on file as of October 1st into 6 categories:

1. Categorically free based on Direct Cert. Food Assistance (SNAP).
2. Free Categorical eligibility based on FIP, FDPIR, foster, homeless, runaway or migrant children, Head Start, Even Start students on an official roster.
3. Free Categorical eligible based on Free Lunch Letter (SNAP) submission.

These students are not subject to verification so are not included in the verification sample pool.



Sort, Continued

4. Free eligible based on Food Assistance and FIP numbers submitted on the application
5. Free eligible by income. Completed and approved application on file
6. Reduced eligible by income. Completed and approved application on file

Then you need to know the number of applications that are:

4. Free eligible based on Food Assistance and FIP numbers submitted on the application
5. Free eligible by income. Completed and approved application on file.
6. Reduced eligible by income. Completed and approved application on file.

These applications will be the households that are in your sample pool and may be selected for verification.



Verification Webinar Dates

- September 20th and 27th
 - Time: 2:00 pm.
- Register on the DE Calendar
- Information on verification available in the Eligibility Manual Chapter 4, pages 65 to 79

As this was a very brief overview of verification, I encourage you to participate in one of the verification webinars I will be presenting in the fall.

The Verification Webinar Dates are September 20th and 27nd. The time is 2:00 p.m.

To register go to the DE website calendar

There is also more Information on verification available in the Eligibility Manual Chapter 4, pages 65-79.



Module 11: Administrative Review-Benefit Issuance

- Prior to the review you will be requested to send your consultant a list of all students who get free or reduced price meals
 - This list needs to be in an excel spreadsheet
 - The list needs to identify
 - Student name
 - Grade
 - Building of attendance
 - Method of certification (income, direct cert, categorical)
 - Benefit level (free or reduced)
 - Indicate if the applicant was included in verification

Our last module today will give you a brief overview of what to expect during an Administrative Review regarding benefit issuance. Prior to the review you will be requested to send your consultant a list of all students who get free or reduced price meals

This list needs to be in an excel spreadsheet

The list needs to identify

Student name

Grade

Building of attendance

Method of certification (income, direct cert, categorical)

Benefit level (free or reduced)

Indicate if the applicant was included in verification



Benefit Issuance List

- Do not include paid students
- Do not list free and reduced separately
- Do no separate by school building
- Do not e-mail
- Attach to IowaCNP under Compliance
 - Review Attachments

Do not include paid students

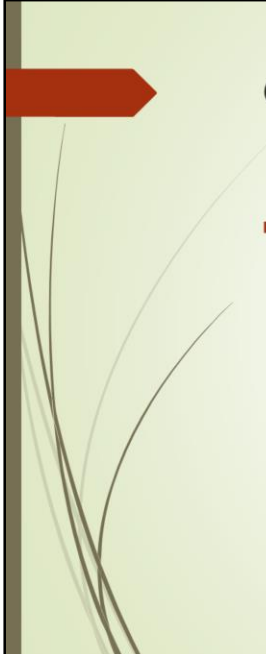
Do not list free and reduced separately

Do no separate by school building

Do not e-mail

Attach to IowaCNP under Compliance

Review Attachments so that the list is kept confidential.



Off-Site Preparation

- Your consultant will print your school's direct certification, potential and migrant lists
 - Will use these lists to validate which students are directly certified
 - You will then be provided with a list of applications to have ready for the on-site portion of the review

Your consultant will print your school's direct certification, potential and migrant lists and will use these lists to validate which students are directly certified. You will then be provided with a list of applications to have ready for the on-site portion of the review. You will also be required to complete off-site questions related to your benefit issuance practices on IowaCNP.



On-Site Review

- Following an Entrance Conference your consultant will:
 - Review the applications
 - Ask to see your documentation for head start, runaway and homeless students
 - Review your notification letters and may ask to see your approval if the letters are not the SA's prototype
 - Enter application errors (if applicable) onto IowaCNP
 - Will determine the SFAs number of free and reduced students
 - Will determine the SAs number of free and reduced students
 - If applicable, fiscal action will be determined based on these numbers

Following an Entrance Conference your consultant will:

Review the applications

Ask to see your documentation for head start, runaway and homeless students

Review your notification letters and may ask to see your approval if the letters are not the SA's prototype

Enter application errors (if applicable) onto IowaCNP

Will determine the SFAs number of free and reduced students

Will determine the SAs number of free and reduced students

If applicable, fiscal action will be determined based on these numbers

While on-site, your consultant will also validate your responses to the off-site questions.



Post Review

- Following the on-site review you may be required to:
 - Submit corrected applications
 - Submit notification letters showing that a household's benefit level was changed
 - SA's prototype notification letter has been revised to contain a section for when a household's initial benefit level has to be changed

Following the on-site review you may be required to:

Submit corrected applications

Submit notification letters showing that a household's benefit level was changed

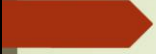
SA's prototype notification letter has been revised to contain a section for when a household's initial benefit level has to be change

Revised Notification Letter

☐ Starting [date-within 3 operating days from the date this letter is sent if increase in benefits or 10 operating days following the appeal period if decrease in benefits] your child(~~ren~~)'s eligibility for meals will be changed from _____ to _____ because _____.

If you disagree with this decision, you may discuss it with [Name] at [Phone]. You also have the right to a fair hearing. If you request a hearing by [date-10 calendar days from the date this letter is sent], your children will continue to receive free or reduced price meals until the decision of the hearing official is made.

If you have households that have an increase in benefits (for example they go from reduced price to free) these benefits are to be increased within 3 operating days from the date the notification letter is sent. If the benefits will be decreased (for example they go from reduced to denied), then the benefit status will need to be changed within 10 operating days following the appeal period if the household does not appeal. Also remember that you must give the household 10 calendar days to appeal. The section shown on the slide has been added to the State Agency prototype notification letter to help you with the required time frames when there is an increase or decrease in a household's benefit status.



When There is an Appeal

- If the hearing official rules that benefits must be reduced, the actual reduction or termination of benefits must take place no later than 10 operating days after the hearing official's decision.


Last, if there is an appeal and a hearing is held, if the hearing official rules that benefits must be reduced, the actual reduction or termination of benefits must take place no later than 10 operating days after the hearing official's decision.



For Additional Assistance

- Bureau of Nutrition Programs
 - Main telephone number: 515-281-5356
- Consultant
 - Deb Linderblood - 515-281-5663
 - deb.linderblood@iowa.gov
- Administrative Consultant
 - Patti Harding - 515-281-4754
 - patti.harding@iowa.gov

We are always available to assist you when you have questions. The slide gives you the Bureau's main number, my contact information and also Patti Harding's contact information.



Webinar Recording

- This presentation has been recorded and will be posted to the following site:
 - <https://www.educateiowa.gov/pk-12/nutrition-programs/school-nutrition/income-eligibility-and-verification>

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 677-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.asc.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.
- This institution is an equal opportunity provider.

Questions?



Now it is time for questions- Type in your questions, we will assemble them with answers and send them out to all that registered participants.

Thank you and this concludes this webinar.

Thanks For ALL You Do!!

